

ACTatek™



Operation Manual

Firmware Version 1.28.3

Last revised: September 19, 2005

For more information and updated Manual, please visit our web site at

<http://www.hectrix.com> OR <http://www.actatek.com>

Information to user: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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1. YOUR NEW ACTATEK™ SYSTEM

Your new easy-to-use ACTatek™ Access Control & Time Attendance System offers you with a wide range of features, depending on the model purchased. Below is a list of the Models and its description on whether it supports fingerprint, smart card or a combination of both. In addition all models support access control, time attendance and web server features. Please be reminded that different models purchased would limit the functionalities of the system, as shown below.

Model Overview

<i>Model Number</i>	<i>Description</i>
ACTA-[Model]-[Option]-[Others]	Embedded SSL-Web Server with PIN / Camera / Smartcard / Fingerprint / Sample up to 10,000 users

Model Description

<i>Model</i>	<i>Meaning</i>
1k	Embedded SSL-Web Server up to 1,000 users
3k	Embedded SSL-Web Server up to 3,000 users
5k	Embedded SSL-Web Server up to 5,000 users
10k (Standalone Smartcard or Pin Model)	Embedded SSL-Web Server up to 10,000 users
<i>Option</i>	<i>Meaning</i>
P	Pin Model
C	Camera Model
S (M / L)	Smart Card Model (Mifare/ Legic)
FP	Fingerprint Model
FS	Fingerprint + Smartcard Model
<i>Others</i>	<i>Meaning</i>
SAM	Sample Unit

Both Models support:

<u>Features</u>	<u>Fingerprint ONLY</u>	<u>Smart Card ONLY</u>	<u>Fingerprint + Smart Card</u>
3/5/7-Finger Enrollment	√	X	√
Built-in Smart Card Reader	X	√	√
Built-in Web and Database Server	√	√	√
Built-in Web Camera	Optional	Optional	Optional
Exchange of Information Between Devices (Primary / Secondary)	√	√	√
Static / Dynamic IP Address Assignment	√	√	√
Support existing DHCP Server	√	√	√
Non- Volatile Memory	32 MB	32 MB	32 MB
Computers Supported	Apple Macintosh / Win 95/98/NT/XP Unix Machines	Apple Macintosh / Win 95/98/NT/XP Unix Machines	Apple Macintosh / Win 95/98/NT/XP Unix Machines
Database Interface Support	ODBC / JDBC	ODBC / JDBC	ODBC / JDBC
Encryption	SSL	SSL	SSL
Multilingual Support	√	√	√
Programming API	SOAP	SOAP	SOAP
Reporting	√	√	√
Product Weight / Gross Weight with power supply & packaging	650g/1.5kg	650g/1.5kg	650g/1.5kg

1. YOUR NEW ACTATEK™ SYSTEM

<u>Features</u>	<u>Fingerprint ONLY</u>	<u>Smart Card ONLY</u>	<u>Fingerprint + Smart Card</u>
Replaceable Modules	CPU / Fingerprint / Contact & Contactless Smart Card / Keypad	CPU / Fingerprint / Contact & Contactless Smart Card / Keypad	CPU / Fingerprint / Contact & Contactless Smart Card / Keypad
External Relay Support	√	√	√
LCD Module	Dot Matrix 128 x 64	Dot Matrix 128 x 64	Dot Matrix 128 x 64
Product Dimension	215 x 110 x 72 (mm)	215 x 110 x 72 (mm)	215 x 110 x 72 (mm)
Weatherproof Casing	√	√	√
External Mifare Reader RS 232 / 485 Support	X	√	√

Warranty Note

Warranty Card **MUST** be mailed or e-mailed after you receive your ACTatek™ for us to keep your unit(s) on our warranty program. Please keep the left side for your reference, and mail the right one to the office you purchased your unit from. Warranty for a 1 year period is provided for free, for any extension, please consult your sales agent for details on ongoing maintenance and warranty for your units.

Checklist

Please check that your ACTatek™ has come with the following:

- ☐ ACTatek Unit
- ☐ Instructions CD
- ☐ Quick Installation Guide
- ☐ Crossover Network Cable (Black) [for connection DIRECTLY to PC/Notebook]
- ☐ Straight Network Cable (White) [for connection to network (hub/switch)]
- ☐ A 12V DC Switching Power Supply (Input: 100 - 240 VAC 50/60 Hz)
- ☐ 1 Power Cord [according to Country Specification]
- ☐ 1 IN4004 Diode

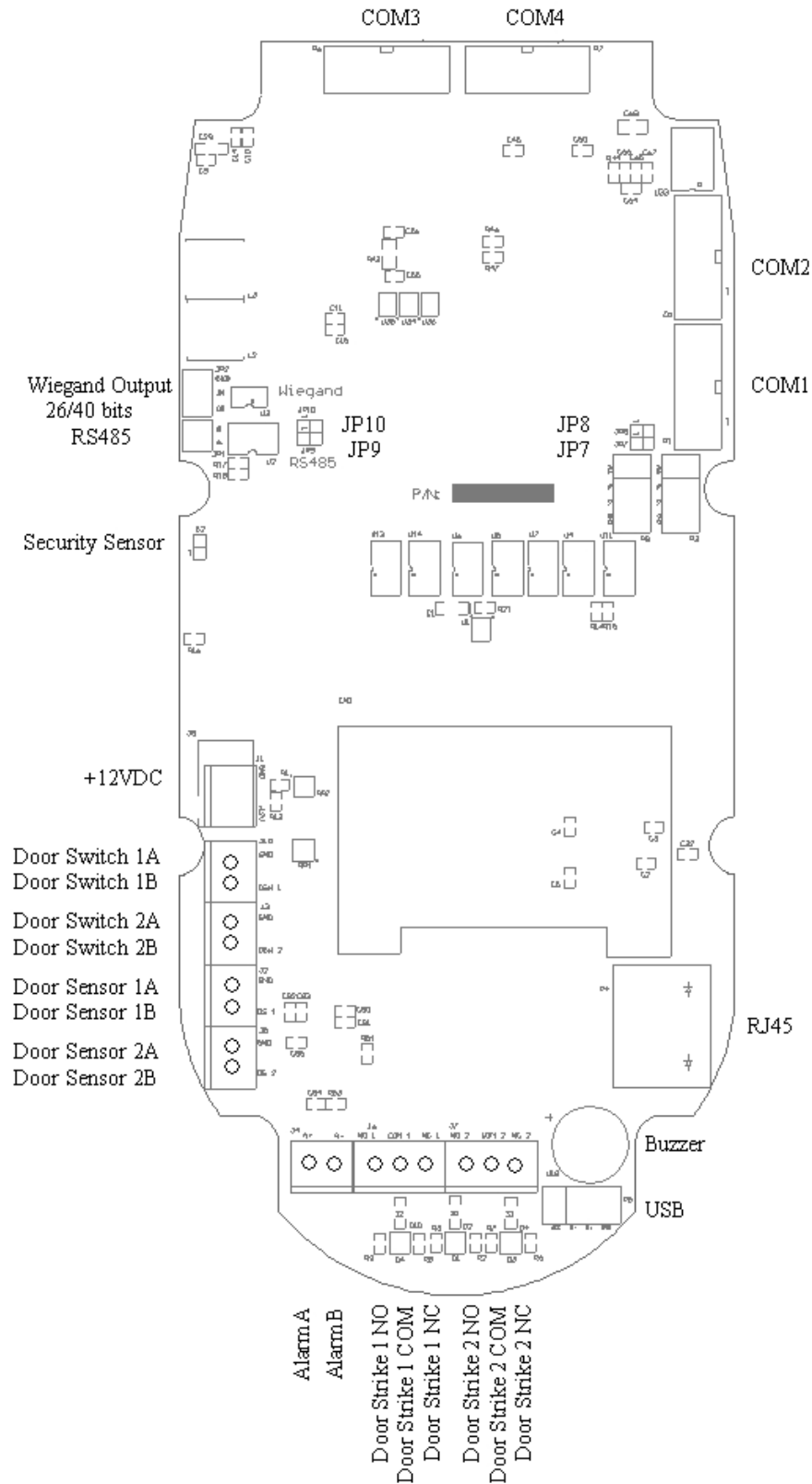
If anything is missing, contact us at tech@hectrix.com.

Setup Requirements

- ☐ **Operating System (For access via Corporate Network)**
 - Windows 95/98/2000/NT/XP
 - PDA
 - Smart Phone
 - Apple Macintosh
 - Linux/Unix Machine
- ☐ **Network Interface**
 - 10 BaseT Ethernet (built-in)
 - RJ45 Cabling for Network Connectivity.
 - Straight Network Cable (To connect to your corporate network via Hub/Switch)
 - Crossover Network Cable (To connect directly to your Computer)
- ☐ **Power Requirements**
 - A 12V DC switching power supply (provided).
 - Please do not share the power supply with any external devices, including the door strike!
 - If the device is used as an Access Control System, an additional Diode connection is required to avoid Back EMF from the Door Strike, which could potentially damage the ACTatek unit.

2. ACTatek™ Internal Structure and Connections

WARNING: DO NOT TOUCH ANY COMPONENTS WHILE ATTACHING CABLES TO THE ACTatek™.



3. ACTatek™ Power & External Connections

WARNING: DO NOT TOUCH ANY COMPONENTS WHILE ATTACHING CABLES TO THE ACTATEK.I

Connector Description

1. COM1 to COM4

- ⇒ COM1 by default is connected to the fingerprint module if installed. Otherwise, it is open for use by other applications.
- ⇒ COM2 by default is connected to the Mifare Contactless Smart Card Reader/Writer if installed. Otherwise, it is open for use by other applications. To use it with other applications, remove jumpers JP7 and JP8.
- ⇒ COM3 is shared with the RS485 port
- ⇒ COM4 is open for use by any other RS232 devices.

2. RS485

- ⇒ The RS485 serial port shares its port with COM3 of the ACTatek. That means either one can be used at any given time.
- ⇒ RS485 is enabled if JP9 and JP10 are installed.
- ⇒ Typical devices connected to RS485 are External Relay and/or external Mifare Contactless Smart Card Reader/Writer.

3. Weigand output

- ⇒ Weigand output is supported in ACTatek.
- ⇒ Users can select either 26-bit output or 40-bit output n Smart card ID will be sent out in 26 or 40-bit Weigand format when authorized.

4. Security sensor

- ⇒ Used to protect ACTatek in an event when someone is trying to remove or attack the unit.
- ⇒ Alarm output will be triggered if ACTatek is lifted up or removed away from its installed position.

5. RJ45

- ⇒ Used to connect a RJ45 cable to the network which enables ACTatek to be reached by Ethernet.

6. Buzzer

- ⇒ Used to create unique beeping sounds during authentication or other situations.

7. USB

- ⇒ A USB interface present, reserved for future use.

8. 12V DC jack

- ⇒ Power up the ACTatek with shipped switching power supply.
- ⇒ Make sure you have same rated power supply (12VDC, 27W) if the one provided is not used.

9. Door switches

- ⇒ Opens the corresponding door strike when triggered.

10. Door sensors

- ⇒ System will alert user (LCD display message, buzzer sounds) if each of the door sensors is closed for about 30 seconds.
- ⇒ Alert stops when sensor opens.

11. Alarm

- ⇒ Triggers the external alarm if door sensor is activated.

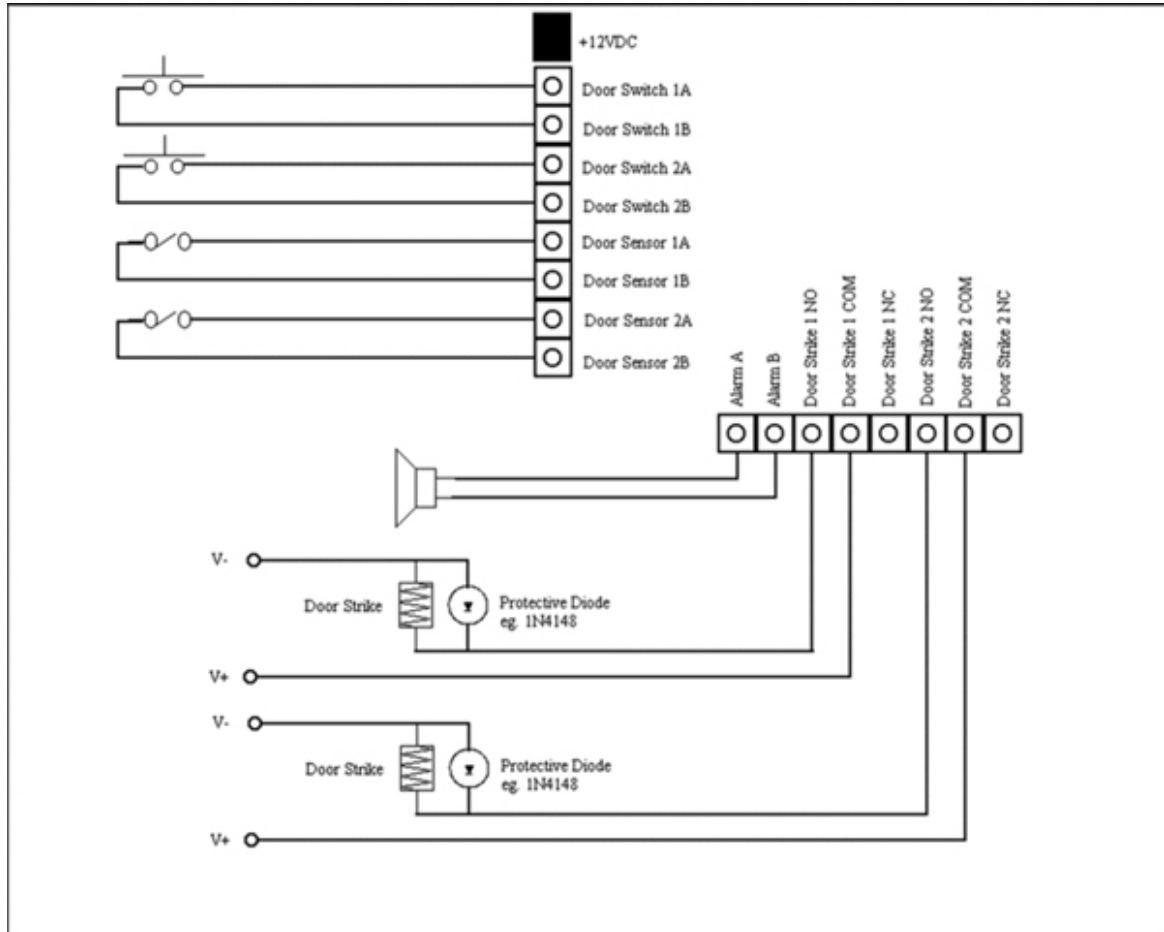
12. Door strikes

- ⇒ Opens a door.
- ⇒ NC – Normally connect, COM – Common, NO – Normally Open

Details of how to connect items 9-12, please refer to the following diagram.

3. ACTatek™ Power & External Connections

WARNING: DO NOT TOUCH ANY COMPONENTS WHILE ATTACHING CABLES TO THE ACTATEK. I



3. ACTatek™ Power & External Connections

Installation of External Relay

To have more control over the security of the door lock and strike, an optional external relay will be provided by Hectrix for installation within office premises. This external relay will control the door strike once properly installed with the ACTatek™ unit.

To install the device:

1. Connect a flat cable from the COM4 of the main board of the ACTatek™ as shown below:



2. Connect the flat cable to the RS232 to RS485 converter.



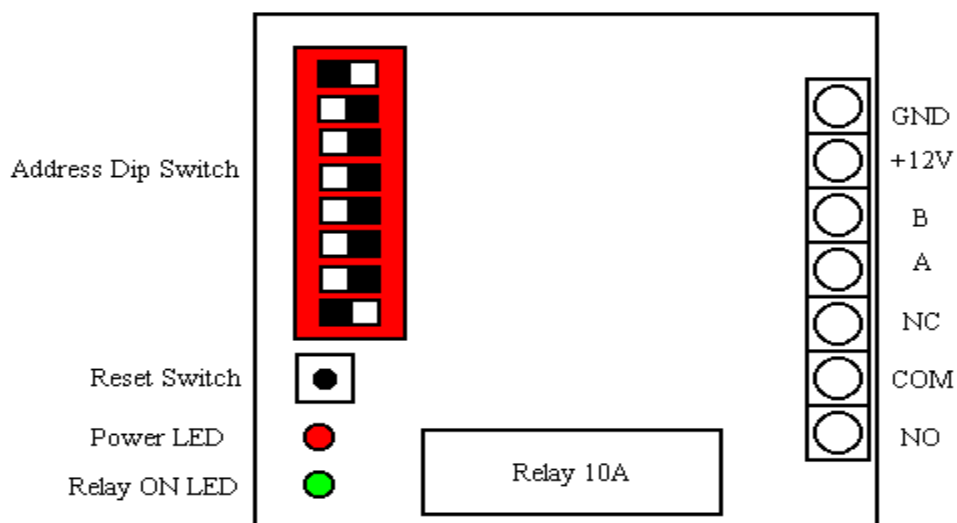
3. ACTatek™ Power & External Connections

Installation of External Relay

3. Connect the RS485 cable to the External Relay.



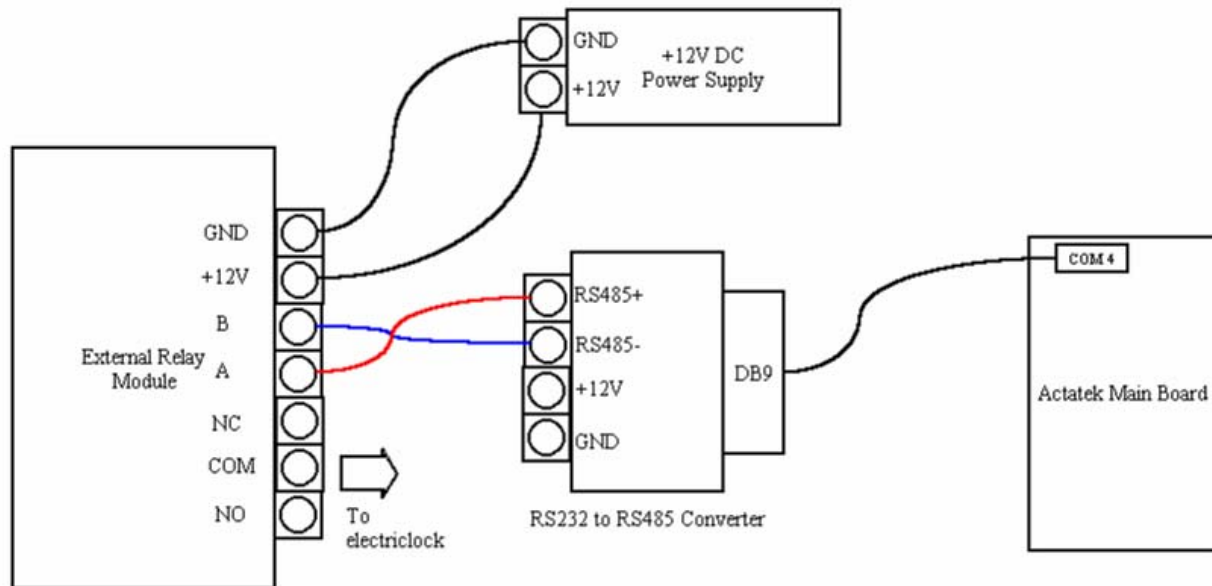
Relay Module Layout



- i. Address Dip Switch: Address of the external relay (Default is ON-OFF-OFF-OFF-OFF-OFF-OFF-ON)
- ii. Reset Switch: Reset the external relay to default settings.
- iii. Power LED (red): Lights on whenever power is connected.
- iv. Relay ON LED (green): Lights on whenever relay is in ON state.
- v. NO, COM & NC: Normally Open, Common and Normally Close, it should connect to the door strike.
- vi. A & B: Connect the RS485 from the converter ends.
- vii. GND and +12V: Power supplied from the DC supply.

3. ACTatek™ Power & External Connections

Complete External Relay Connection Diagram



4. Network Connections – Corporate Network

Connecting Directly to a PC Using Crossover Network Cable

Connecting your ACTatek™ directly to your computer can be done via the BLACK crossover cable provided in the box the ACTatek™ came with.

Connecting your ACTatek directly to your PC/Notebook via a crossover network cable.

IP: 192.168.0.100
Subnet: 255.255.255.0



IP: 192.168.0.101
Subnet: 255.255.255.0



Warning: To connect the ACTatek **DIRECTLY** to your PC/Notebook, please use the **BLACK** CrossOver network cable, which is included in the box.

The IP Configuration and all necessary modifications can then take place for web administration, as discussed in Section 4-7.

Connecting ACTatek™ to the Corporate LAN using Patch cable:

Connecting your ACTatek™ to your Corporate LAN via a hub or switch can be done via a patch cable or a straight network cable, which is the white cable included with your ACTatek™.

Directly connect the Patch cable to the network port to the hub in your corporate premises. Follow the steps for easy web administration as discussed in Section 5 on P. 12-13.

Troubleshooting:

If the network is not working, there are a few pointers that can be checked to fix it:

1. Make sure the network cable is functional; sometimes a damaged cable may be the cause of all problems. To check if it is functional, make sure there are no loose ends and the jack is properly attached to the cable. Also, once plugged in, check that the light at the port blinks (either in orange or green).
2. Check that the IP Address Assignment matches the network settings of the corporate LAN or the PC being used.
3. Make sure no IP has clashed and that there are no two identical IP addresses in the network.
4. If all of these are fine, ask the network administrator why there is a problem or e-mail us at support@hectrix.com for further assistance.

5. Network Connections - Connecting to a PC Directly

Connecting Directly to a PC Using Crossover Network Cable

Connecting your ACTatek™ directly to your computer can be done via the BLACK crossover cable provided in the box the ACTatek™ came with.

- Step 1 Use the BLACK crossover network cable provided, with one end connected to the ACTatek™ jack, and the other end to your PC.
- Step 2 To check your PC's IP Address Settings, find out the IP address of the network. To do so, go to a PC in the network presently, press Start -> Run -> Type "command" and press 'OK'.
- Step 3 Type "ipconfig" and press 'Enter'.
- Step 4 Note the IP Address displayed, following is an example.

```
Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\>ipconfig

Windows IP Configuration
Ethernet adapter Local Area Connection:

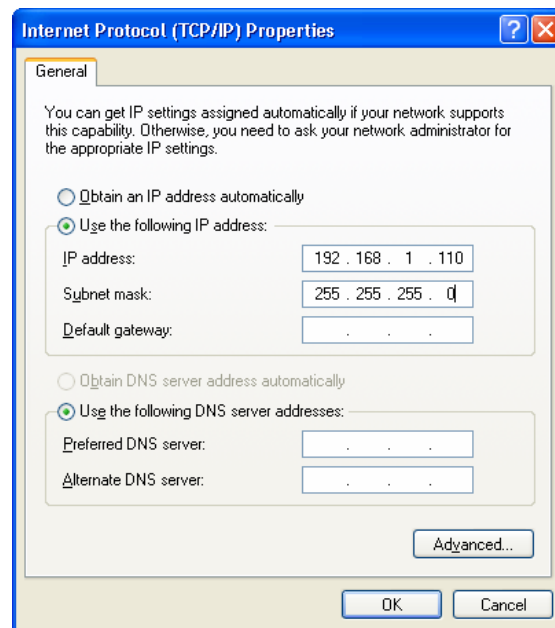
    Connection-specific DNS Suffix. :
    IP Address . . . . . : 192.168.1.110
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.1.1
```

- Step 5 Check the IP Address of your ACTatek™ by clicking the Menu button, and enter the ID, "A999", press Enter/Return. Enter the password (Default is 1), and press Enter/Return. Go to 'IP Settings', and press "Enter/Return". Select 'IP Address' option, which will display the Current IP Address of your ACTatek™, make a note of it. (Default IP is 192.168.1.100)
- Step 6 To change the IP Address of your ACTatek™ unit, refer to section 6 on P.14.
- Step 7 To modify your PC's IP Address Settings (below is a case using Windows XP, for other Operating Systems, refer to Appendix II), Go to **Start -> My Network Places -> View Network Connections -> Local Area Connection**.
- Step 8 Right click on "Local Area Connection" and click "Properties".
- Step 9 Under the 'General Tab', highlight "Internet Protocol (TCP/IP)" and click "Properties".
- Step 10 Input an IP Address that matches that of the ACTatek™ (Default IP: 192.168.1.100), for instance,

IP Address: 192.168.1.110
Subnet Mask 255.255.255.0

5. Network Connections - Connecting to a PC Directly

Diagram for IP Address assignment:



Step 11 Click "OK" to confirm the changes, and "OK" again to set it for the computer.

Step 12 Test the connection, refer to Section 7 on P.15.

6. Network Connections - Local Area Network (LAN)

Most of the time, corporations will already have in place a local area network connection, whereby all network cables come from a central hub or switch and are distributed across the company for inter networking and communication.

ACTAtek is one such device that is Internet enabled and can be connected via a corporate network for other users to configure and monitor it with the computers in the network in place.

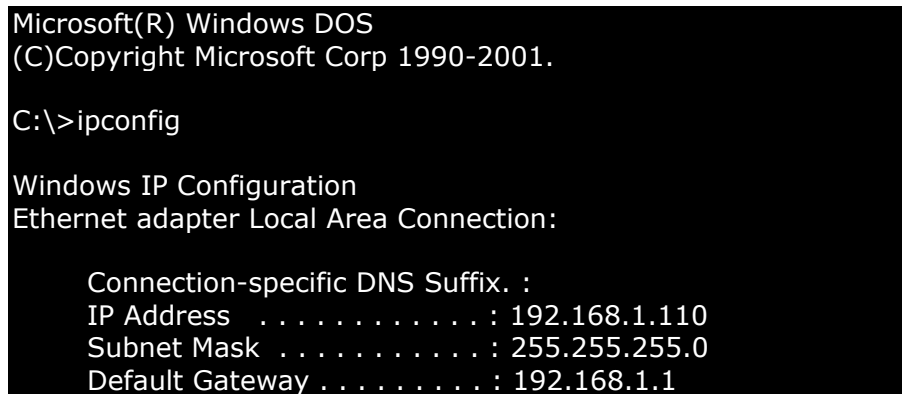
To connect the ACTAtek™, use the white cable provided, or any other straight network cable to connect from a hub or switch to the ACTAtek™'s network port.

Once that is complete, follow the steps below to configure the ACTAtek™ to your corporate network.

Step 1 Find out the IP address of the network. To do so, go to a PC in the network presently, press Start -> Run -> Type "command" and press 'OK'.

Step 2 Type "ipconfig" and press 'Enter'.

Step 3 Note the IP Address displayed, following is an example.



```
Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\>ipconfig

Windows IP Configuration
Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix. : 
    IP Address . . . . . : 192.168.1.110
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.1.1
```

Step 4 Power on the ACTAtek™ unit (refer to Section 2 on P.6), Press the 'Menu' button, key in the ID "A999" and press 'Enter/Return', the default password is "1" and press 'Enter/Return'.

Step 5 Go to "IP Settings" using the 'Previous/Next' buttons and press 'Enter/Return'.

Step 6 Once "IP Address" is highlighted, press 'Enter/Return'.

Step 7 Input the matching IP Address (e.g. 192.168.1.100), and make sure it does not collide with any IP Address in the current network and press 'Enter/Return'.

Step 8 Use the 'Previous/Next' buttons to select "Subnet Mask", and press 'Enter/Return'.

Step 9 Input the matching Subnet Mask (e.g. 255.255.255.0), and press Enter/Return.

Step 10 Test the connection, refer to section 7 on P. 16.

7. Network Connections - Testing the Connection

Testing the Connection

Once the configuration is complete, it is recommended that the connection be tested.

To do so,

- Step 1 At the PC, Click Start -> Run -> Type "command" and press 'OK'.
- Step 2 Type "**Ping 192.168.1.100**" (The IP Address should reflect that of your ACTAtek™ unit)
- Step 3 If successful the following should be displayed:

```
C:\>ping 192.168.1.100

Pinging 192.168.1.100 with 32 bytes of data:

Reply from 192.168.1.100: bytes=32 time=1ms TTL=255
Reply from 192.168.1.100: bytes=32 time<1ms TTL=255
Reply from 192.168.1.100: bytes=32 time<1ms TTL=255
Reply from 192.168.1.100: bytes=32 time<1ms TTL=255

Ping statistics for 192.168.1.100:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms
```

If unsuccessful, either "Destination Host Unreachable" or "Request Timed Out" will be displayed, please follow the above steps carefully and test the connection. If problems persist, contact us at support@hectrix.com for assistance.

- Step 4 Once the connection is successfully established, either by using the direct connection or connecting via the corporate LAN, open an Internet browser and input <http://192.168.1.100> at the address bar and hit "Enter".
- Step 5 The system is now ready for web administration; go to Section 20 on P. 52 for details.

8. FINGERPRINT NOTES

Technical Information

Features	Technical Specification
Image Resolution:	500DPI
False Rejection Rate (FRR):	1%
False Acceptance Rate (FAR):	0.0001%
Allowable Fingerprint Rotation:	+/-15degree
Operation Temperature:	-25 to +65 Degrees Celsius
Number of minutiae being taken:	30 to 60 depending on user
Matching Speed:	0.05 second
Scanning Speed:	1.50 second

Introduction

ACTatek™ uses latest Optical Scanning technology with its own algorithms and matching calculations, a step above other sensors in the market.

It must be emphasized that to get an accurate enrollment and quick authentication each time a fingerprint is presented, the fingerprint placement must be towards the center of the scanner. Placing your finger far from the center position of the sensor will increase the rejection rate.

Finger Rotation should be kept to a minimum during enrollment and verification.

When enrolling, place the finger on the sensor where the entire core can clearly be seen by the scanner.

A **good** image is critical for the overall performance of the fingerprint scanner. Any deviation from a good image, either by placing the finger far away from the scanner, or by applying too much pressure or not locating it in the **CENTER** of the scanner, will cause the scanner's rejection rate to rise. Read below on how to get a good image for your enrollment/authentication.

Good vs Bad Image

A good fingerprint image is one in which the core of the fingerprint is well-defined and easily recognizable. The core of a finger is defined as the "point located within the inner most recurving ridge". It is normally located in the MIDDLE of the fingerprint. It is therefore critical when enrolling that you place the finger on the scanner where the entire core can clearly be seen.

An example of a good & bad image is displayed as follows:



Good Image: A reading where the whole fingerprint core can be seen clearly.



Bad Image: An image where the crackles & displacement of the fingerprint core decries it unrecognizable.

8. FINGERPRINT NOTES

Fingerprint Enrollment & Authentication

In order to receive a successful enrollment and authentication, it is critical that the following be noted carefully. Each successful enrollment will result in a successful authentication and save a lot of time in troubleshooting and erroneous readings.



Fingerprint Core.



Optical Fingerprint Scanner

It is highly recommended for the fingerprint core be big and clear for a successful enrollment of a clear and good image.

Make sure the fingerprint image captured is of the core of the finger presented. A fingerprint core is a point located within the innermost recurving ridge of any given finger.

Also, to obtain a higher success rate, enroll the same finger 3 times in a slightly adjusted angle, one to the center, one inclined slightly to the left and the third inclined slightly to the right.

If you follow the following enrollment procedure, the success rate will increase dramatically.

Fingerprint Enrollment:

Step 1: Place the center of any one finger directly above the sensor in the dead center, as shown below:



Step 2: Place the center of the same finger (enrolled in Step 1), slightly aligned to the left.

Step 3: Place the center of the same finger, slightly aligned to the right.

After each placement, wait for the message "Template Stored" on the LCD screen to appear, and then remove your finger and press "Enter/Return" to enroll the second or third finger(s).

If you have any questions regarding the enrollment procedure, e-mail us at tech@hectrix.com.

8. FINGERPRINT NOTES

Authentication & Verification

There are 2 ways to access the unit with the fingerprint option, either by ID + Fingerprint (Recommended) or by Fingerprint only (also known as Auto Match). The verification process by ID + Fingerprint is quicker and more reliable than the Auto Match method since the system now knows where to look for your print and does not have to search the entire database for one fingerprint image. If the system is provided with an ID, it will match your fingerprint template captured with the ones present under the ID specified. This will shorten the verification time and speed up the entire process.

Authentication with ID + Fingerprint:

- Step 1 Enter the ID at the unit.
- Step 2 Present the fingerprint and wait for the LCD screen to display "Success" before removing the finger from the scanner.
- Step 3 If unsuccessful, try again.

Authentication with Smart Card + Fingerprint:

- Step 1 Present the smart card to the unit (place it over the keypad).
- Step 2 After successful reading of the smart card, place the fingerprint over the scanner wait for the LCD screen to display "Success" before removing the finger from the scanner.
- Step 3 If unsuccessful, try again.

Authentication with Smart Card only:

- Step 1 Present the smart card to the unit (place it over the keypad).

Authentication with Fingerprint only (Auto Match)

- Step 1 Go up to the unit and place the finger directly on to the scanner and wait until the message "Success" is displayed on the LCD screen.



- Step 2 If unsuccessful, place the finger accurately on the scanner and try again.

9. ACTatek™ Introduction

Introduction

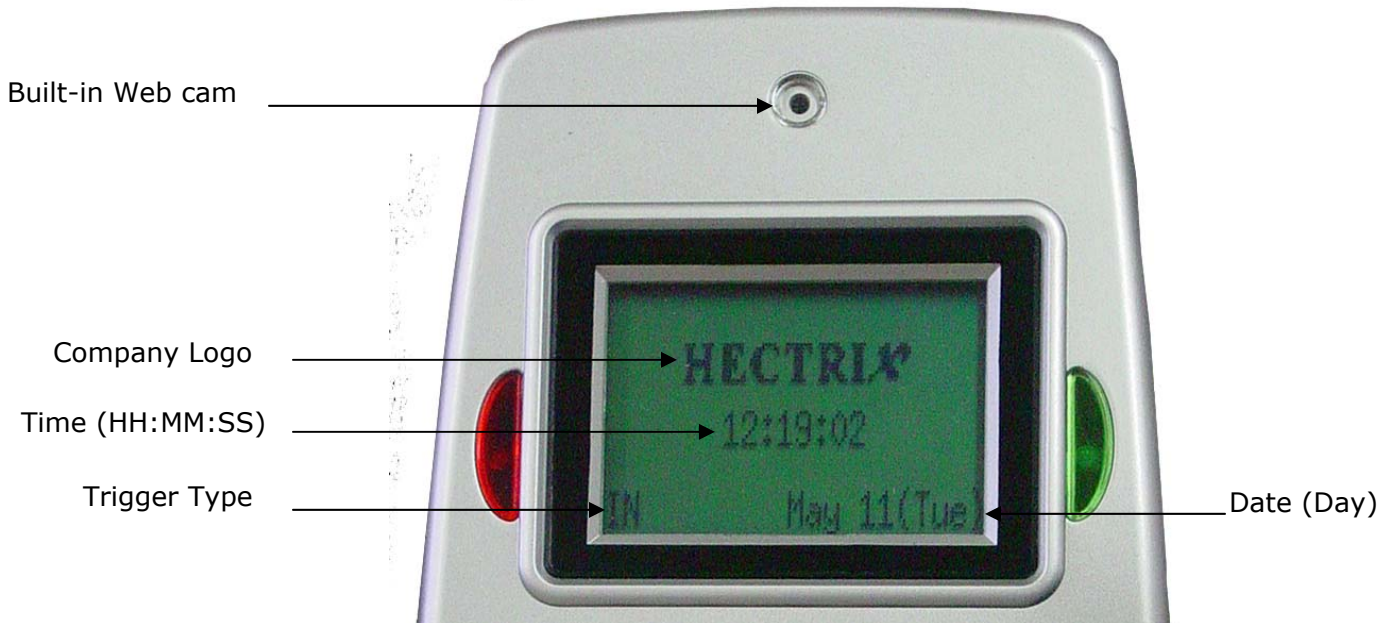
To begin operation of your ACTatek™, you must make sure it is connected to a 12 V DC Power supply with the network cable securely attached to the port. Once your unit is powered up, the following screen should appear, the Hectrix logo, the system clock, the Trigger should appear in the left corner, and the date/day of the system in the right corner. On the next page, the keypad will be described as to how to access the unit for all the functionalities.



9. ACTatek™ Introduction

LCD Module

The Standby Screen displayed when the ACTatek™ is first powered up is as shown below. It has basic information such as the company logo, time, trigger type, date and day displayed when the system is idle and is not currently in use.



Keypad Module

The keypad module, displayed below, has various menu options and alpha-numeric keys, below is a brief description of the keypad.



9. ACTatek™ Introduction

Fingerprint Scanner Module



The biometric fingerprint module uses optical scanner technology with a 500 dpi resolution and it can be accessed either with a 1:1 authentication or 1:M authentication. The 1:M authentication, although convenient, has its limitation in the maximum number of users.

With any database, the more users in the system, the slower the authentication & verification time of the unit since the system has to check its entire database for that 1 specific fingerprint for authentication. It is therefore highly recommended for users to key in their ID, and then presents their fingerprint for a much quicker & accurate verification process.

The steps for a successful enrollment have been discussed earlier in the Fingerprint Notes section, for more information on the scanner and its technology; please refer to Section 8 on P.16.

10. SYSTEM CONFIGURATION – Login

Logging In to the ACTatek™ Admin System

There are two ways for a Super Administrator to log in to the ACTatek system, one by fingerprint, and two by password. To login via fingerprint, do read up on the fingerprint enrollment procedure and follow the below steps to login.

Logging in via Password:

- Press the Admin Menu Button on the keypad of your ACTatek™ unit.
- The system will prompt for the Admin ID. (Default: A999),
- Press Enter / Return
- The system will prompt for the Password. (Default: 1)
- Press Enter / Return, and you will see the Administration Menu.

Logging in via Fingerprint:

- Press the Admin Menu Button on the keypad of your ACTatek™ unit.
- The system will prompt for the Admin ID. (Default: A999),
- Place your fingerprint on the scanner.
- Once successfully enrolled, you will see the Administration Menu.



Once logged into the system, a number of different actions can be performed, ranging from:

- Adding New Users via Fingerprint/Password/Smart Card.
- Managing Users by Activating/Deactivating/Deleting Users from the system.
- Configuration of Fingerprint Options, such as Auto Match and Fingerprint Capture.
- Configuration of the Date & Time of the system.
- Managing the network settings, including IP assignment, Subnet Mask, DNS, and so on.
- Resetting the system and other miscellaneous terminal settings can also be done.

Each of these steps will be discussed in detail in the following sections, starting from Adding a new user to Exiting from the system.

Changing the Default ID & Password:

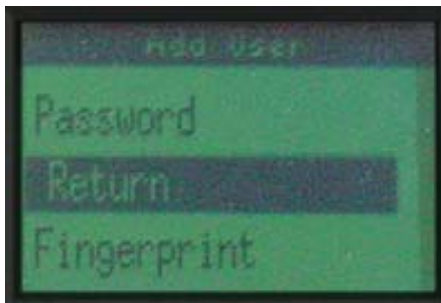
The first thing to do with the unit is to change the Administrator ID & password, to do so:

- Step 1 Log in to the web interface using a web browser. (Make sure the ACTatek™ is connected to the network)
- Step 2 Default ID: **A999**, Default Password: **1**, **Super Administrator**, and click OK
- Step 3 Go to "View User List", click on the ID "A999".
- Step 4 Enter the new Administrator ID, and Password, and click "Modify". (The name and other details can also be changed here either now or later)

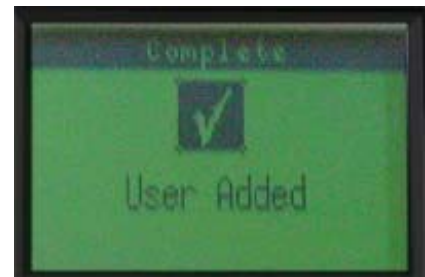
11. SYSTEM CONFIGURATION – Add User

Adding A New User via Fingerprint

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.



- Press Enter/Return
- Press Previous/Next until "Fingerprint" is Highlighted
- Press Enter/Return
- Enter the ID for the new user, e.g. AB01
- Press Enter/Return
- 3 Fingerprint Templates (default) will be requested, 3 images of 1 finger must be enrolled. If you have selected to enroll more than 3 templates, you will be requested to enroll more images of the same finger.
- After each successful enrollment, the "Template Stored" message will be displayed, press Enter/Return to enroll another fingerprint.
- Enroll the second and third fingerprints by placing the finger on the sensor, and allow it to process. Once "Template Stored" message has been displayed, press Enter/Return.



- After successful enrollment of the third fingerprint, the message "User Added" will be displayed.
- Press Enter/Return to add another user, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

11. SYSTEM CONFIGURATION – Add User

Adding A New User via Smart Card

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.



- Press 'Enter/Return'
- Press 'Previous/Next' until "Smart Card" is Highlighted
- Press 'Enter/Return'
- Use the 'Previous/Next' buttons to highlight "New User".
- Press 'Enter/Return'
- Enter the ID for the new user, e.g. AB02
- Press 'Enter/Return'



- Place the smart card over the keypad.
- If successful, the write progress will be completed and "Success" will be displayed.

To enable smart card ONLY access on the ACTatek™ unit, the web interface configuration must be modified to enable quick access. To learn more about this, go to section **35** on **P. 82** for more information on this.

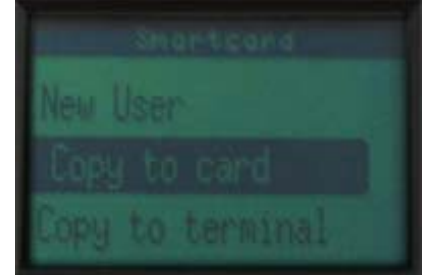
11. SYSTEM CONFIGURATION – Add User

Copying A User to Smart Card

A user can be added to the system via Fingerprint or password and can later be copied to the smart card. The user can then either use smart card, fingerprint or a combination of the two to be verified through the system.

To copy an existing user to a smart card, first follow the steps on P. 24 to add the user to the system via Fingerprint, then:

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.
- Press 'Enter/Return'.
- Press 'Previous/Next' until "Smart Card" is Highlighted.



- Press 'Enter/Return'.
- Use the 'Previous/Next' to highlight "Copy to Smartcard".
- Press 'Enter/Return'.
- Enter the ID for the existing user, e.g. AB02.
- Press 'Enter/Return'.



- Place the smart card over the keypad.
- If successful, the write progress will be completed and "Success" will be displayed.

To enable smart card ONLY access on the ACTatek™ unit, the web interface configuration must be modified to enable quick access. To learn more about this, go to section **35** on **P. 81** for more information on this.

11. SYSTEM CONFIGURATION – Add User

Moving A New User from terminal to Smart Card

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.



- Press 'Enter/Return'
- Press 'Previous/Next' until "Smart Card" is Highlighted
- Press 'Enter/Return'
- Use the 'Previous/Next' buttons to highlight "Move to Smart Card".
- Press 'Enter/Return'
- Enter the ID for the new user, e.g. AB02
- Press 'Enter/Return'



- Place the smart card over the keypad.
- If successful, the write progress will be completed and "Success" will be displayed.

To enable smart card ONLY access on the ACTatek™ unit, the web interface configuration must be modified to enable quick access. To learn more about this, go to section **35** on **P. 81** for more information on this.

11. SYSTEM CONFIGURATION – Add User

Copying A New User from Smart Card to the Terminal

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.



- Press 'Enter/Return'
- Press 'Previous/Next' until "Smart Card" is Highlighted
- Press 'Enter/Return'
- Use the 'Previous/Next' buttons to highlight "Copy to Terminal".
- Press 'Enter/Return'



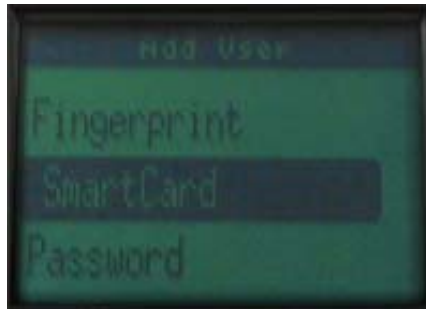
- Place the smart card over the keypad.
- If successful, the copy progress will be completed and "Success" will be displayed.

To enable smart card ONLY access on the ACTatek™ unit, the web interface configuration must be modified to enable quick access. To learn more about this, go to section **35** on **P. 81** for more information on this.

11. SYSTEM CONFIGURATION – Add User

Deleting A Smart card user

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for Adding A New User.



- Press 'Enter/Return'
- Press 'Previous/Next' until "Smart Card" is Highlighted
- Press 'Enter/Return'
- Use the 'Previous/Next' buttons to highlight "Delete Smartcard".



- Place the smart card over the keypad.
- If successful, the delete progress will be completed and "Success" will be displayed. The card will then be available for use for another user.

11. SYSTEM CONFIGURATION – Add User

Adding A New User via Password

- After successfully entering the Administrator Menu, select the first icon on the top left of the screen, which is for adding a New User.
- Press Enter/Return



- Press Previous/Next until "Password" is Highlighted
- Press Enter/Return
- Enter the ID for the new user, e.g. AB03
- Press Enter/Return



- Enter a unique password for the new user, e.g. ABC234
- Press Enter/Return
- Once addition is completed, the "Success!" message will be displayed.
- Press Enter/Return to add another user, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

12. SYSTEM CONFIGURATION – Error Messages

Beware Of..



A "Bad Quality" warning will be displayed if the fingerprint enrolled is not of acceptable quality by the system.

The reasons for the message could be manifold, either due to too little pressure on the sensor, or too much pressure on the sensor, both of which could result in an inaccurate reading of the fingerprint captured.

Another reason could be the placement of the finger is not correct, or the finger you are enrolling does not have a good fingerprint core to capture a good image. It is recommended that you do not use

the pinky finger for registration and use either one of the other 4 fingers.



A "User Exist" warning will be displayed if you add the same ID that previously exists in the unit.

To avoid running into this problem, please make sure that all user ID's assigned are unique and that they are not randomly assigned.

Also, to override users, you can press Enter/Return or press Back to cease any override, and re-enter a unique user ID.

A999 cannot be used as a new ID since it is the system default's

Administrator ID.

1. Access Denied

This message will be displayed when and if the user provides invalid login information, such as invalid ID, password, fingerprint or smart card.

2. Unauthorized

This message will be displayed when the user tries to login during an unauthorized time period. (For information on Access groups and time settings, please refer to P. 31). In addition, if users do not have access to a particular terminal, and they try to access it, they will receive the "Unauthorized" message.

3. Primary Offline

Message will be displayed at the secondary unit and its Primary is unreachable. The secondary unit's LCD will continuously display "Primary Offline" and beep. The message will disappear as soon as the secondary can access primary unit.

4. Failed (to join Primary unit)

Failed -1:	Primary unreachable, wrong Primary IP address.
Failed -2:	Incompatible Firmware or Fingerprint module version.

13. SYSTEM CONFIGURATION – User Management

User Management – Activating A User

- After enrolling a few users into the system, you can manage them with the User Management option under the Administrator Menu.
- Select the second icon on the top left of the screen, which is for User Management.



- To activate a user, press the Previous or Next buttons until "Activate User" has been highlighted.
- Press Enter/Return
- Enter the User ID for activation, e.g. 6
- Press Enter/Return



- If the user exists, and is successfully activated, the above screen will be displayed with the green LED blinking.
- Press Enter/Return to activate another user, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

13. SYSTEM CONFIGURATION – User Management

User Management – Deactivating A User

- After enrolling a few users into the system, you can manage them with the User Management option under the Administrator Menu.
- Select the second icon on the top left of the screen, which is for User Management.



- To deactivate a user, Press the Previous or Next buttons until "Deactivate User" has been highlighted.
- Press Enter/Return
- Enter the User ID for deactivation, e.g. 6
- Press Enter/Return

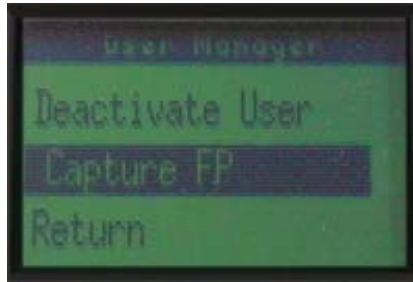


- If the user exists, and is successfully deactivated, the above screen will be displayed with the green LED blinking.
- Press Enter/Return to deactivate another user, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

13. SYSTEM CONFIGURATION – User Management

User Management – Capturing Fingerprint

- After enrolling a few users into the system, you can manage them with the User Management option under the Administrator Menu.
- Select the second icon on the top left of the screen, which is for User Management.



- To capture a fingerprint, press the Previous or Next buttons until "Capture FP" has been highlighted.
- Press Enter/Return
- Put the finger to be captured on the scanner and wait for the image to be downloaded.



- After the image has been successfully downloaded, the message "Success!" will be displayed with the Green LED blinking.
- The captured image can be viewed via the web interface of the system. (Web Administration discussed in the below section, refer to Section 79 on P. 153 for reference.)
- Press Enter/Return to capture another finger, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

13. SYSTEM CONFIGURATION – User Management

User Management – Deleting A User

- After enrolling users into the system, you can manage them with the User Management option under the Administrator Menu.
- Select the second icon on the top left of the screen, which is for User Management.



- To Delete a user, press the Previous or Next button until "Delete User" has been highlighted.
- Press Enter/Return
- Enter the User ID for deleting, e.g. 6
- Press Enter/Return



- If the user exists, and is successfully deleted, the above screen will be displayed with the green LED blinking.
- Press Enter/Return to delete another user, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.*

***WARNING: Deleting a user will remove ALL of his/her information from the system, including access logs, and personal details. Please make sure that you have backed up the information before making any changes to the user list, just so you have something to roll back to.**

14. SYSTEM CONFIGURATION – Auto Match

Auto Match – Enable/Disable

After enrolling users into the system via fingerprint, Auto Match may be enabled for individual users. The primary function of Auto Match is to allow users to access the system without inputting their ID first. All they need to do to gain access is to place their fingers on the scanner and let the ACTatek™ do the rest. Verification is quicker if few people are enrolled into the system, and if few people are allowed to use the Auto Match feature. It is highly recommended that Auto match be limited in use and if used for all users, it should be understood that the verification time will be longer than if you input your ID and then fingerprint. Authentication methods are discussed in earlier sections; please refer to Section 8 on P.18 for more information on authentication & verification of ACTatek™.

To Enable Auto Match

- Select the third icon on the top left of the screen, which is for Auto Match
- Press 'Enter/Return' once "Auto Match" is highlighted.



- Enter the ID of the user for whom Auto Match is being enabled, e.g. 8.
- Press 'Enter/Return'.
- If the user exists in the system, and their Auto Match function was not previously enabled, the message "Automatch Enabled!" will be displayed with the blinking Green LED.
- Press 'Enter/Return' to enable Auto Match for another user, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

To Disable Auto Match

- Select the third icon on the top left of the screen, which is for Auto Match
- Press 'Enter/Return' once "Auto Match" is highlighted.



- Enter the ID of the user for whom Auto Match is being disabled, e.g. 8.
- Press 'Enter/Return'.
- If the user exists in the system, and has previously enabled their Auto Match function, the message "Automatch Disabled!" will be displayed with the blinking Green LED.
- Press 'Enter/Return' to disable Auto Match for another user, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

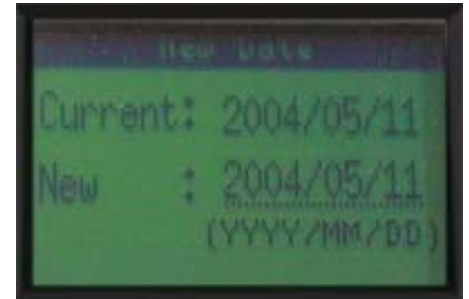
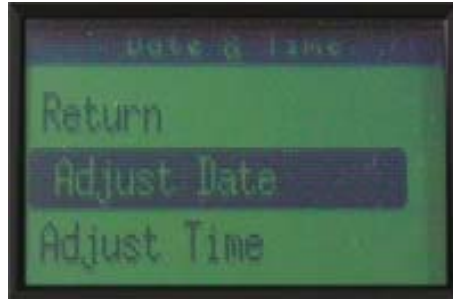
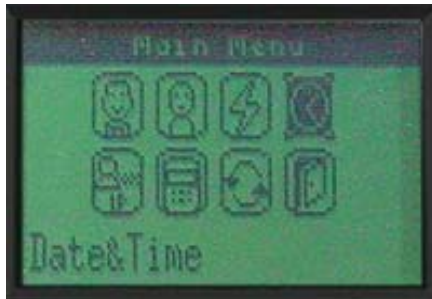
15. SYSTEM CONFIGURATION – Date & Time

Date & Time Function

ACTatek™ can be used as both an Access Control system, as well as a Time Attendance System. For this reason, it is critical to set the correct date & time function, so that the unit works and records the correct time of the attendance data for payroll or other HR purposes. This part shows how to make changes to the Date & Time function directly at the unit.

To Modify the Date Settings,

- Select the icon on the top right of the screen, which is for Date & Time Settings.
- Press 'Enter/Return' once "Date & Time" is highlighted.



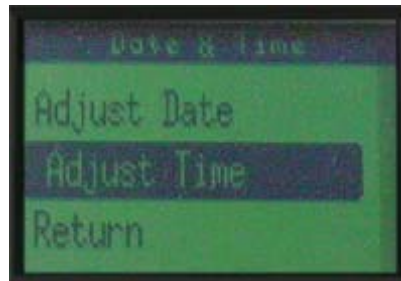
- Press the 'Previous and Next Button'(s) until the "Adjust Date" option is highlighted.
- Press 'Enter/Return'
- This shows the Current Date of the System, and you can enter the New Date to modify it in YYYY/MM/DD format.
- Press 'Enter/Return' to Save, if successful, the below screen with the message "Date Adjusted" will appear.



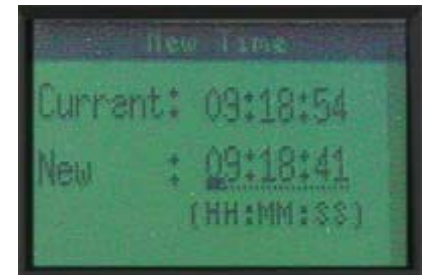
- Press 'Enter/Return' to modify the Time or other settings, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

To Modify the Time Settings,

- Select the icon on the top right of the screen, which is for Date & Time Settings.
- Press 'Enter/Return' once "Date & Time" is highlighted.



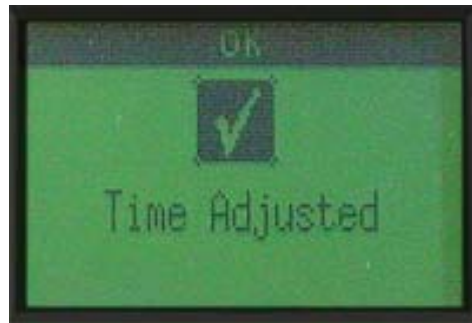
15



SYSTEM CONFIGURATION – Date & Time

To Modify the Time Settings

- Press the 'Previous and Next Button'(s) until the "Adjust Time" option is highlighted.
- Press 'Enter/Return'
- This shows the Current Time of the System, and you can enter the New Time to modify it in HH:MM:SS format.
- Press 'Enter/Return' to Save, if successful, the below screen with the message "Time Adjusted" will appear.



- Press 'Enter/Return' to modify other settings in the Date & Time Menu option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

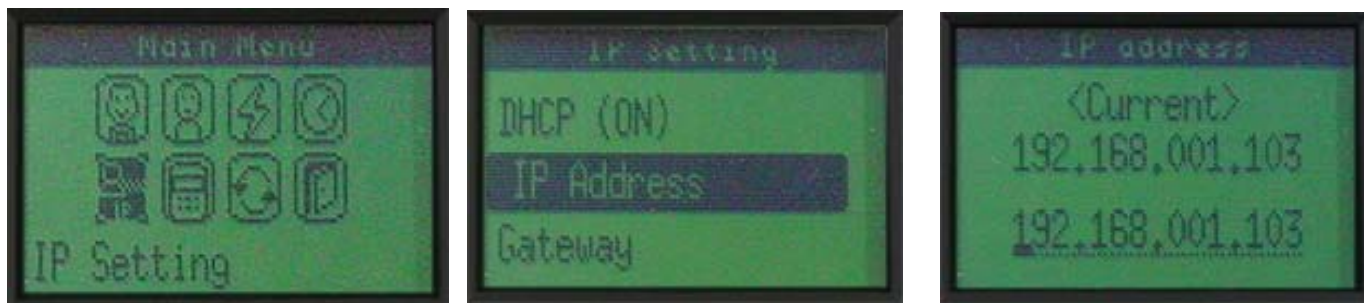
16. SYSTEM CONFIGURATION – IP Settings

IP Settings Function

ACTatek™ is a web-based system, and works similarly to an Internet Appliance. In saying so, it has its own IP Address assignment, either by using Dynamic or Static Assignment. This would allow web browsing software, such as Internet Explorer, Netscape Navigator, Mozilla, or others to access the device without much hassle, as long as it is in the same network as the corporate LAN (Local Area Network). Below are the basic steps on how the IP Address for the ACTatek™ unit can be modified, so as to enable communication within a corporation's web browsing software.

IP Address Configuration

- Select the icon on the bottom left of the screen, which is for IP Settings.
- Press 'Enter/Return' once IP Settings is highlighted.



- Press the 'Previous/Next' buttons to highlight "IP Address", press 'Enter/Return'.
- Once selected, the Current IP Address will be displayed, and the new modification can take place.
- Enter the New IP Address and Press 'Enter/Return'.
- If successful, a "Success" message will be displayed and the green LED will be blinking.

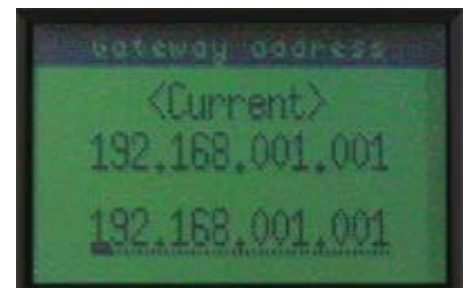
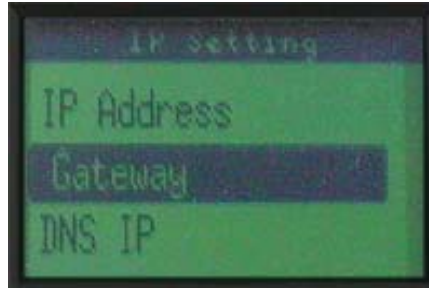


- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

16. SYSTEM CONFIGURATION – IP Settings

Default Gateway Configuration

- Select the icon on the bottom left of the screen, which is for IP Settings.
- Use the 'Previous / Next' button until the "Gateway" option is highlighted
- Press 'Enter/Return'



- The Current Default Gateway address will be displayed
- The New Default Gateway Address can be entered here.
- Once entered, press 'Enter/Return'.
- If successful, a "Success" message will be displayed and the green LED will be blinking.

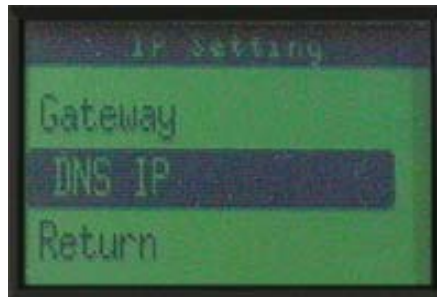


- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

16. SYSTEM CONFIGURATION – IP Settings

DNS IP Configuration

- Select the icon on the bottom left of the screen, which is for IP Settings.
- Use the Previous / Next button until the DNS IP* option is highlighted.
- Press Enter/Return



- The Current "DNS IP" address will be displayed
- The New DNS IP Address can be entered here.
- Once entered, press 'Enter/Return'.
- If successful, a "Success" message will be displayed and the green LED will be blinking.



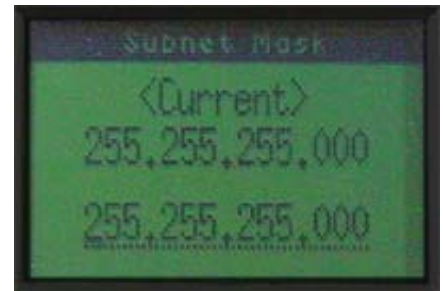
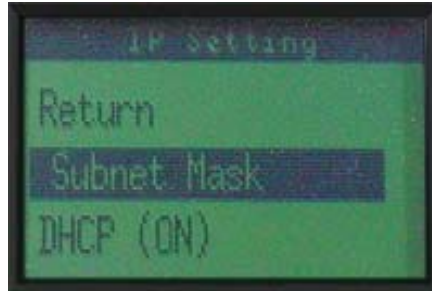
- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

***Note: DNS IP is used to map names to IP Address and vice versa.**

16. SYSTEM CONFIGURATION – IP Settings

Subnet Mask Configuration

- Select the icon on the bottom left of the screen, which is for IP Settings.
- Use the Previous / Next button until the Subnet Mask option is highlighted.
- Press Enter/Return



- The Current "Subnet Mask" address will be displayed
- The New Subnet Mask Address can be entered here.
- Once entered, press 'Enter/Return'.
- If successful, a "Success" message will be displayed and the green LED will be blinking.



- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

16. SYSTEM CONFIGURATION – IP Settings

DHCP IP Configuration

DHCP Configuration allows for IP Addresses to be dynamically assigned, and match with that of the corporate LAN settings. With this option, the IP Settings do not have to be statically assigned and the process can be simplified. Below are the steps for enabling or disabling the settings.

To Enable DHCP:

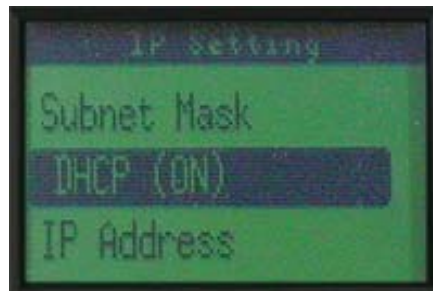
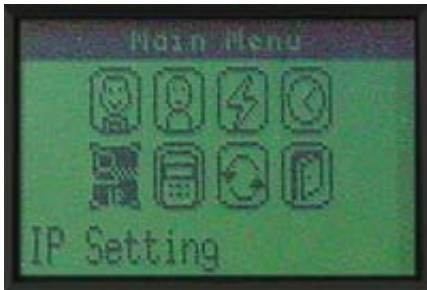
- Select the icon on the bottom left of the screen, which is for IP Settings.
- Use the 'Previous / Next' button until the "DHCP" option is highlighted.



- Press 'Enter/Return'.
- The Current status of the DHCP will be displayed, if it is "DHCP (OFF)", it will be enabled.
- If successful, a "DHCP Enabled" message will be displayed and the green LED will be blinking.
- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

To Disable DHCP:

- Select the icon on the bottom left of the screen, which is for IP Settings.
- Use the 'Previous / Next' button until the "DHCP" option is highlighted.
- Press 'Enter/Return'.



- The Current status of the DHCP will be displayed, if it is "DHCP (ON)", it will be disabled.
- If successful, a "DHCP Disabled" message will be displayed and the green LED will be blinking.
- Press 'Enter/Return' to modify other settings in the IP Settings option, or Press the 'Menu' button to go back to the Administrator Menu Screen, or hit 'Back' twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

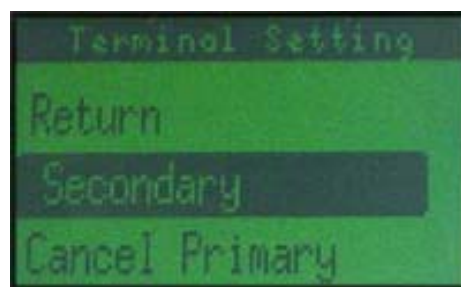
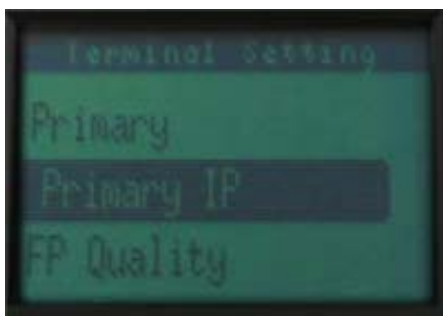
Terminal Settings Function

The terminal settings feature allows users to set the ACTatek™ in a multi-user environment, and to configure its Primary unit. This will allow units to be synchronized with one another and communication between the units will be enabled. This feature can also be configured in detail via the web interface.

Moreover, the Terminal Settings option can allow users to set the Security Level from High to Low, with High Fingerprint Security allowing for maximum minutiae to be accounted for during authentication. The Low settings take the minimum number of minutiae into accounting for the lowest security level. The settings can be modified for companies who are using the system primarily for Time Attendance purposes or even for those users whose fingerprint are difficult to read.

Check if your unit is configured to Primary or Secondary

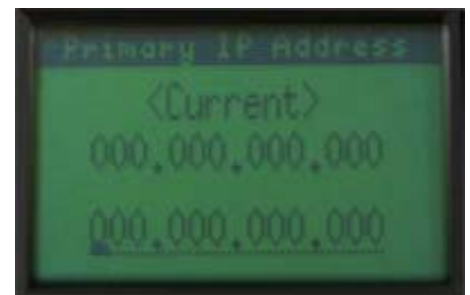
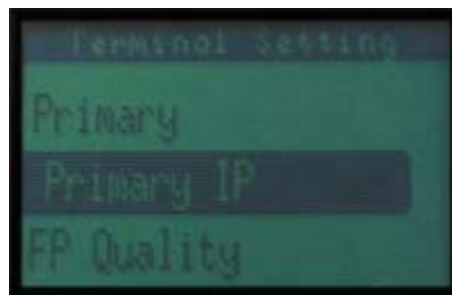
- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- If it is a Primary unit, the phrase "Primary" will be displayed, as shown below.



- If it is a Secondary unit, the phrase "Secondary" will be displayed, as shown above. The unit by default is a Primary unit, however, if you give it another Primary unit's IP Address and ask it to follow those settings, it will turn itself into the Secondary unit, and the appropriate message will be displayed. Below are the procedures on how to enable another unit to be the Primary unit.

To Enable the Primary Configuration

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "Primary IP" is highlighted.
- Press Enter/Return

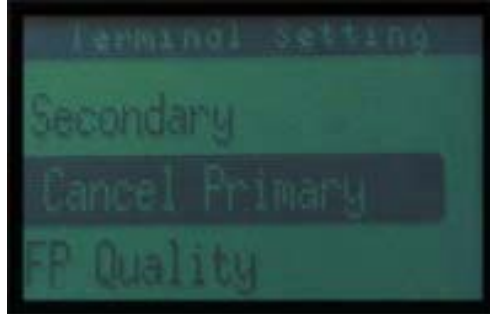


- The Current Primary IP address will be displayed
- The New Primary unit's IP Address can be entered here.
- Once entered, press Enter/Return
- If successful, a "Success" message will be displayed and the green LED will be blinking.
- Press Enter/Return to modify other settings in the Terminal Settings option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

To Disable the Primary Terminal Configuration

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "Cancel Primary" is highlighted.
- Press Enter/Return.

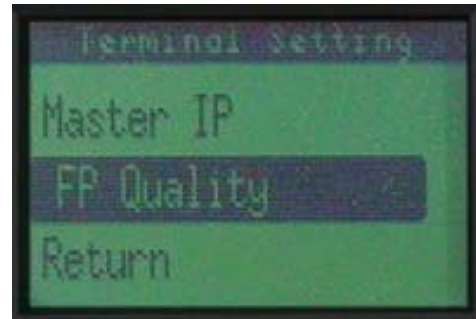


- If successful, a "Success" message will be displayed and the green LED will be blinking.
- Press Enter/Return to modify other settings in the Terminal Settings option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

Fingerprint Security Level Settings

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "FP Quality" is highlighted.
- Press Enter/Return



- The three options to select from include: High, Normal or Low. Each of which will give you the following display messages:

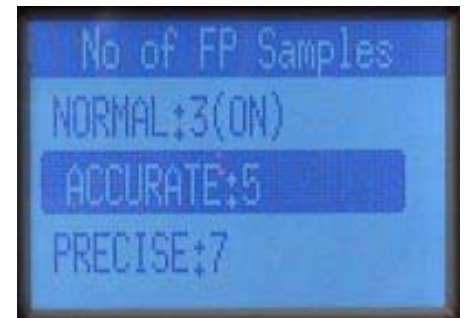
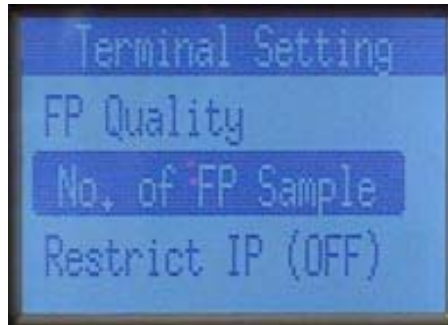


- Press Enter/Return to modify other settings in the Terminal Settings option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

No. of FP Sample

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "No. of FP Sample" is highlighted.
- Press Enter/Return



- The three options to select from include: Normal:3 (default), Accurate: 5, and Precise: 7. Once selected, the system will take that number of FP templates during enrollment of new users.
- Select one and press 'Enter/Return' to save settings.
- Press Enter/Return to modify other settings in the Terminal Settings option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

Unlock Door

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "Unlock Door" is highlighted.
- Press Enter/Return to unlock the door.



- Press Enter/Return to modify other settings in the Terminal Settings option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

17. SYSTEM CONFIGURATION – Terminal Settings

System Reboot

- Select the second icon on the bottom left of the screen, which is for Terminal Settings.
- Use the Previous / Next button until "Reboot" is highlighted.
- Press Enter/Return to reboot the unit.



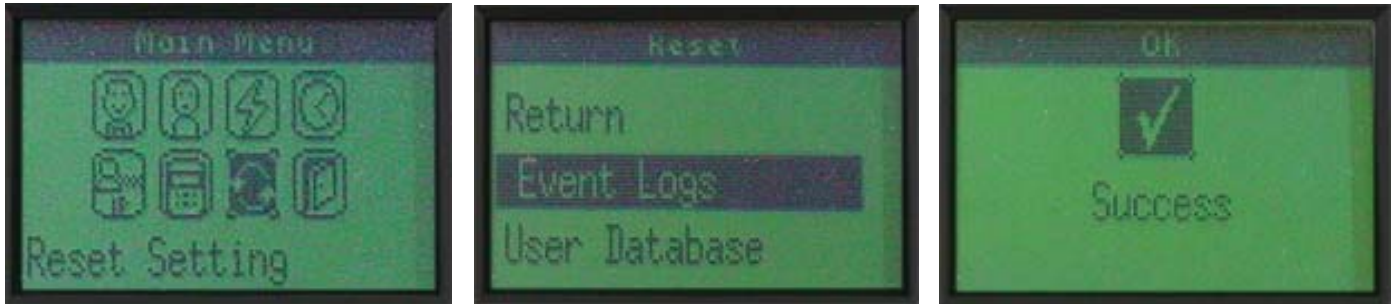
18. SYSTEM CONFIGURATION - Reset

Reset Setting Function

Resetting the User Database and Event Log can be done from the unit directly. This is essential if for some reason the company would like to remove all data from the system completely. However, it is highly recommended to make a backup of the entire database before the system has been reset.

Resetting the Event Log

- Select the third icon on the bottom left of the screen, which is for Reset Setting.
- Use the Previous or Next button until "Event Logs" is selected
- Press Enter/Return



- If successful, a "Success" message will be displayed and the green LED will be blinking.
- Press Enter/Return to modify other settings in the Reset Setting option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

Resetting the User Database

- Select the third icon on the bottom left of the screen, which is for Reset System.
- Use the Previous or Next button until "User Database" is selected
- Press Enter/Return



- If successful, a "Success" message will be displayed and the green LED will be blinking.
- Press Enter/Return to modify other settings in the Reset Setting option, or Press the Menu button to go back to the Administrator Menu Screen, or hit Back twice to exit from the system.

Factory Default

- Select the third icon on the bottom left of the screen, which is for Reset System.
- Use the Previous or Next button until "Factory Default" is selected.
- Press Enter/Return
- A message "System Reset" will be displayed once the system has been successfully reset.

19. SYSTEM CONFIGURATION - Exit

Exit Function

Once all your settings have been completed, you can either exit the system using the Back button on the keypad or by using the Exit option in the Administration Menu, as shown below.



- Select the icon on the bottom right of the screen, which is to Exit from the Admin Menu.
- Press Enter/Return, and the Standby Mode will be displayed.

20. WEB ADMINISTRATION – INTRODUCTION

Introduction

ACTatek™ works based on the TCP/IP networking protocol and web server technology, which allows for remote administration via any standard web browser, e.g. Internet Explorer or Netscape Navigator. We have used Internet Explorer as our demonstrative guide; it works the same way with Netscape or any standard web browser. For queries regarding this, contact us at support@hectrix.com.

ACTatek™ permits for 4 access levels:

1. Personal User
2. User Administrator
3. Network Administrator
4. Super Administrator

1. Personal User

The personal user login only allows for users to check their attendance records, and view their reports. No changes or modification is admissible through this configuration option. This is for employees who wish to check their attendance records or other reports generated by the system.

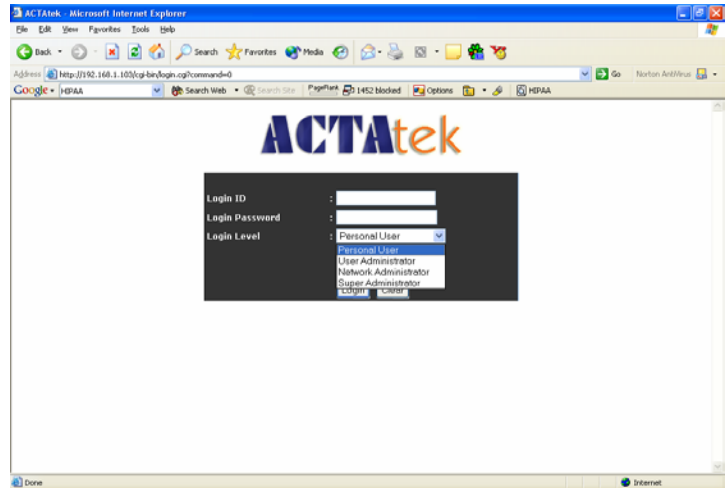


Diagram 1a

2. User Administrator

The user administrator access level lists a different set of configuration changes that can be made. More so, to pertain to HR or Payroll requirements. The changes can be made to Access levels of different departments, addition and monitoring of job functions, reporting, as well as, managing the employee list. Addition / deletion of employees can be done here, restricting access to rooms for different employees can also be done by the user administrator.

3. Network Administrator

The network administrator is in charge of system configurations, such as, networking settings, terminal settings, clock setups, or password setups. Everything that involves technical knowing will be done by the network administrator. This role is usually assigned to a tech-savvy person, who is capable of making appropriate configuration changes and has basic knowledge of networking setup and IT-related issues.

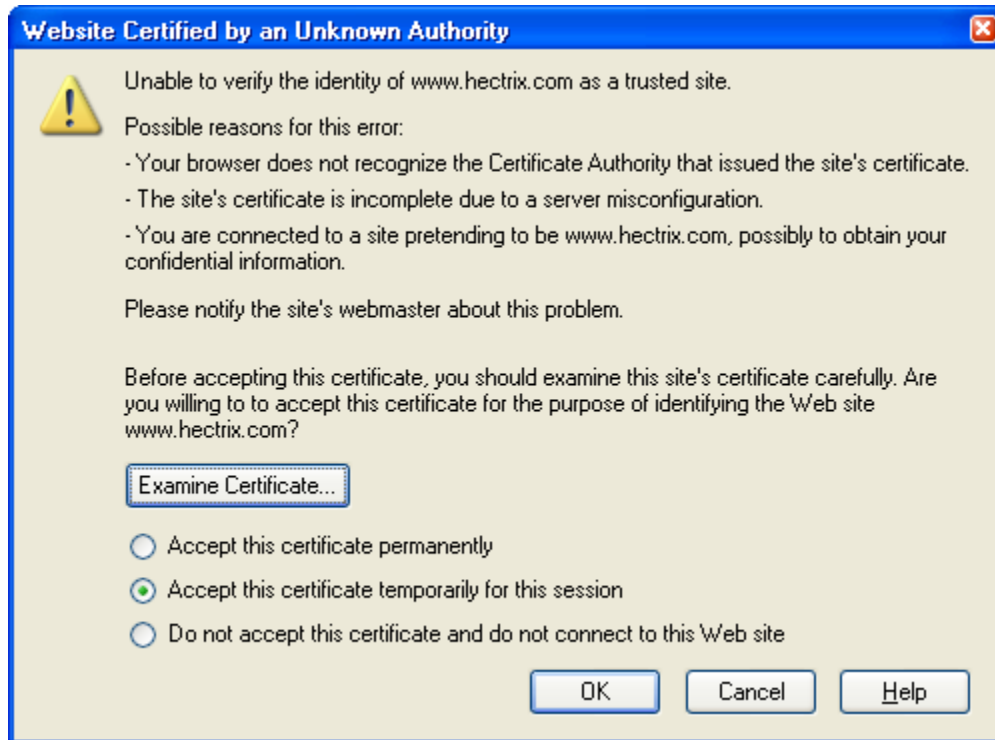
4. Super Administrator

The super administrator login combines the functions of 1 - 3, so the administrator is in charge of the whole system, including technical and administration functionalities.

20. WEB ADMINISTRATION – Introduction

SSL Certification – Data Encryption

When <http://192.168.1.100> (IP Address of the ACTAttek™ unit) is typed on the address bar of IE or netscape or any other web browser, the login page will appear. Click on "Secure" to login using secure SSL data encryption, so that ALL the exchange of data is encrypted and secure.



After selecting "Secure" login, the above screen will be displayed and to go on to login to view the web interface of ACTAttek, select either "Accept this certificate permanently" or "Accept this certificate temporarily for this session". It is recommended to have the temporarily selected if you are not using your PC / laptop for this http session, so that others cannot use this site without the proper authentication. Make the selection and click "OK".

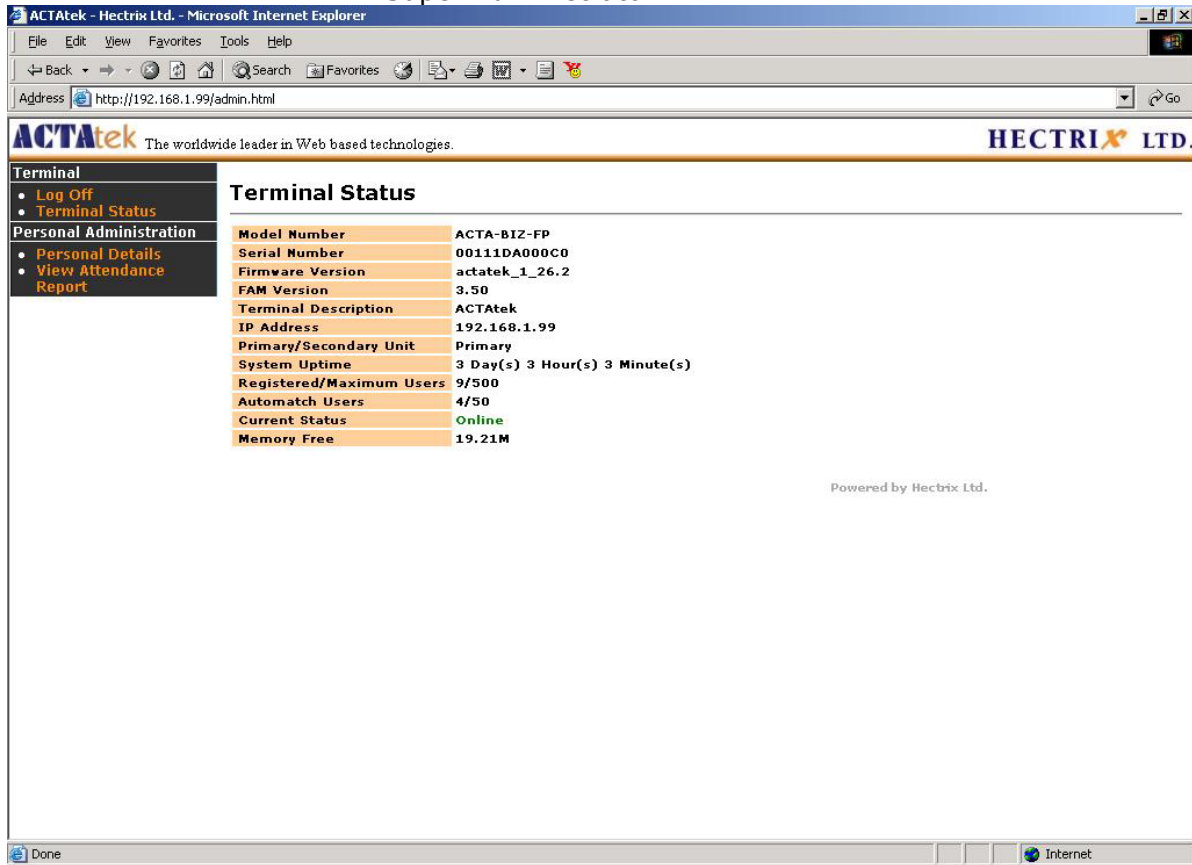
If you do not wish to continue in secure mode, select "Do not accept this certificate and do not connect to this Web site", or simply click "Cancel".

The login page will reappear, input the login ID and password, and login level to proceed.

20. WEB ADMINISTRATION – Introduction

After logging in, one of the 4 pages will be displayed, depending on what access level has been selected. This part will cover the directions for configuration in the following order:

1. Personal User
2. User Administrator
3. Network Administrator
4. Super Administrator



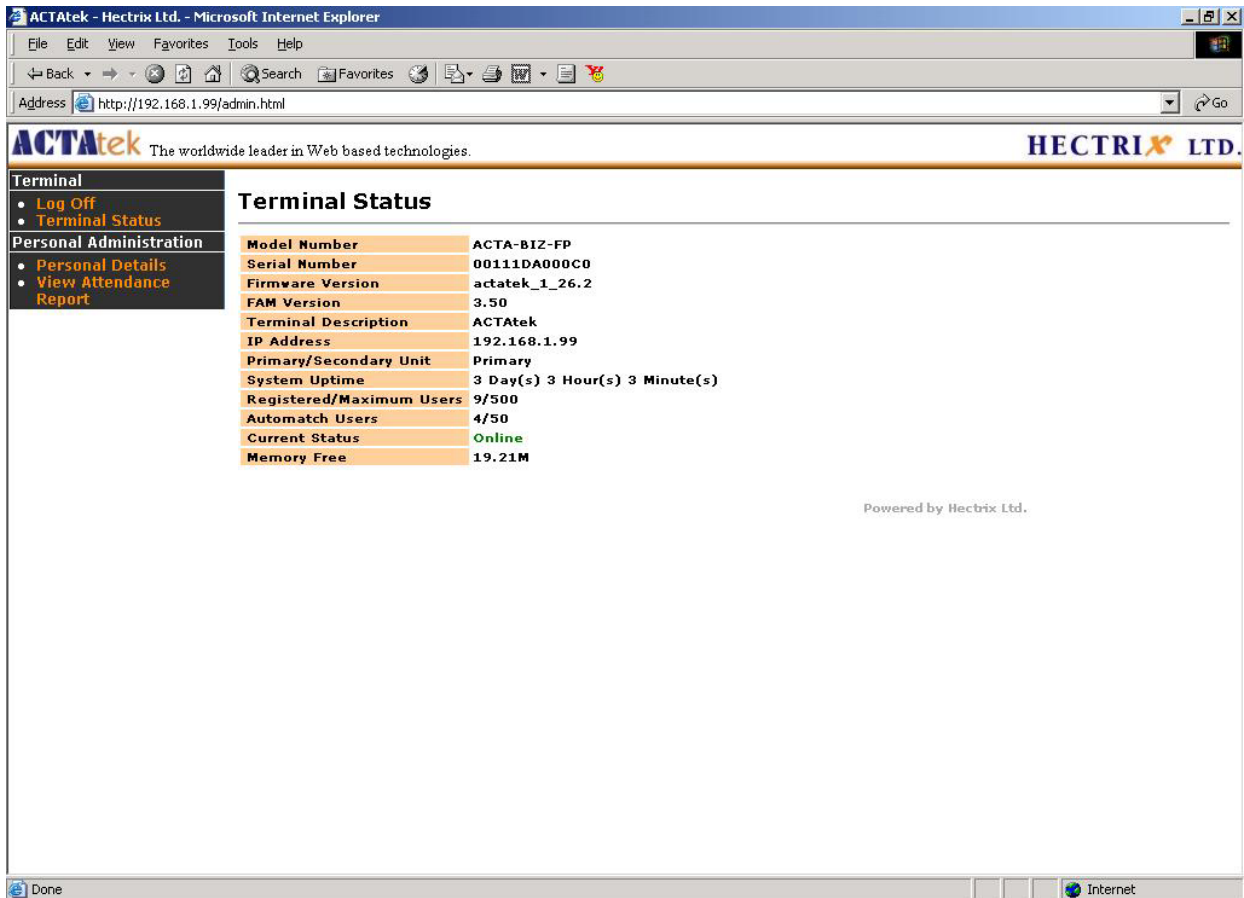
Terminal Status

The first page displayed, as above, will be the same no matter which login is chosen. It will show a brief status of the terminal. The information displayed includes:

Feature	Description
i. Model Number	The Model Number of your ACTatek™ unit.
ii. Serial Number	The Serial Number of your ACTatek™ unit.
iii. Firmware Version	The software version installed in the unit
iv. FAM Version	The Fingerprint Software version installed in the unit.
v. Terminal Description	A brief description of the terminal.
vi. IP Address	The IP address assigned to the unit, Default: 192.168.1.100
vii. Primary / Secondary Unit	This will let you know if the unit you are viewing is Primary / Secondary.
viii. System Uptime	This informs you how long the system has been operating without a reboot
ix. Registered/Maximum users	This informs you how many users are Registered and the maximum no. of users supported by the system.
x. Automatch Users	Number of users enabled with Automatch Feature.
xi. Current Status	The current status of the unit.
xii. Memory Free	The memory free on the unit.

21. PERSONAL ADMINISTRATION - Introduction

The below Terminal Status screen will be displayed under the Personal User Administration Interface. The initial password is either setup by the Network or Super Administrator from the web interface. Please look to Section 32 on P. 78 for more information on Password Setup.



The options on the left include:

Terminal

1. Log off
2. Terminal Status

Personal Administration

1. Personal Details
2. View Attendance Report

Each of the above functions will be discussed in detail below and their function explained.

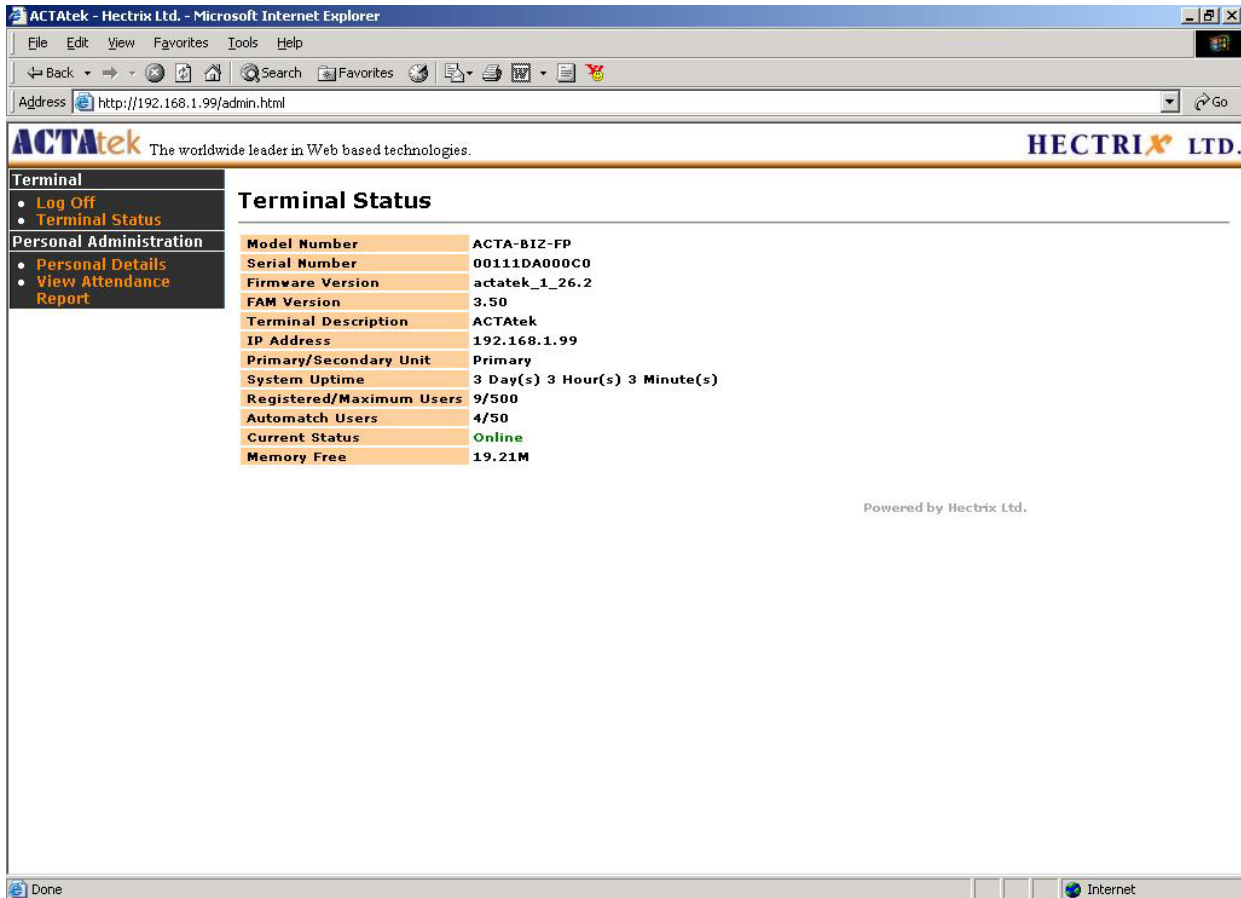
22. PERSONAL ADMINISTRATION - TERMINAL

Log Off

To log off from the system, just click on this option. It is essential to log off from the system before closing the web browser for security reasons.

Terminal Status

The Terminal Status page will display the following page, where by the terminal status of the system can be viewed.



"Personal User" administration mode does not permit for any system configuration changes. This administration level is given to users/employees who would not have access to the unit except to check/modify their personal details and their attendance reports.

The reporting is done on a personal level, so users can see their attendance but will not be able to make any changes and data is kept secure and encrypted.

23. PERSONAL ADMINISTRATION - Details

Personal Details

By clicking "Personal Details" under Personal Administration, the following page will be displayed:

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.hectrix.com:11280/admin.html

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

Personal Administration

- Personal Details
- View Attendance Report

Modify User

User Details

User ID	5
Last Name	Test
First Name	Test
Other Name	
Enter Password	Note: Please leave it blank if you don't want to change/add the password.
Access Group	General Staff/General
Department	General
Fingerprint Security Level (for ID Match)	Low
Status	Active
	Auto Match ☐
	Password ☐

Modify Clear

Done

Here, users can modify their Last Name, First Name, and other Name, and their Password.

Other options are restricted and cannot be modified by the user.

To complete the modifications, click "Submit", the modified page will appear with the words "Updated Successfully" in bold red to confirm the update.

24. PERSONAL ADMINISTRATION - Report

View Attendance Report

Once you click on View Attendance Report, you will be able to view your personal attendance report, as shown in the next diagram. You can make a selection to view by:

- a. Trigger - This is to specify which trigger you wish to check, IN / OUT or F1-F10.
- b. Period - This would cover Today, Yesterday, Weekly or Monthly report.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox". The address bar displays "http://www.hectrix.com:11280/admin.html". The browser's toolbar includes menus for File, Edit, View, Go, Bookmarks, Tools, and Help. The address bar shows several open tabs: Times of India, SquirrelMail - Login, ACTatek, CNN.com, Welcome to AdWords, https://gmail.google..., Merriam-Webster Onl..., and DtDesiTorrents - 324 M... The main content area features the ACTatek logo and the tagline "The worldwide leader in Web based technologies." on the left, and the HECTRIX LTD. logo on the right. A sidebar on the left contains a "Terminal" section with links for "Log Off" and "Terminal Status", and a "Personal Administration" section with links for "Personal Details" and "View Attendance Report". The main content area is titled "Access Log" and contains a form with "Trigger:" and "Period:" dropdown menus, a "Search" button, and a table with columns "User", "Date", "Time", "Trigger", and "Terminal". The "User" dropdown menu is open, showing options: IN, OUT, Break in, Break ou, F3, F4, F5, F6, F7, F8, F9, and F10. The table is currently empty. The status bar at the bottom of the browser window shows the URL "http://www.hectrix.com:11280/cgi-bin/accessLog.cgi?command=0".

By clicking "Search", the relevant report will be displayed. If there are multiple pages, they can be viewed by clicking the appropriate page numbers.

25. USER ADMINISTRATION – Introduction

After logging in under User Administrator, the left panel will differ from the personal user, as can be seen above. More options will be available for configuration and modification for the user administrator.

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H

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_28.3
FAM Version	4.83
Terminal Description	ACTatek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Hour(s) 54 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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The User Administrator is usually the person that takes charge of the Human Resources Department or the Payroll department, and is in charge of attendance logs, as well as, configuration changes to users and their access levels. Moreover, anything to do with user administration, including the IN/OUT triggers and Holiday Setup is for the User Administrator to handle.

From the left panel, the user administrator will be able to choose from the following:

Terminal

- | | |
|--------------------|---------------------------------------|
| 1. Log off | - To log off from the system |
| 2. Terminal Status | - To view the overall terminal status |

User Administration

- | | |
|----------------------|---|
| 1. Attendance Report | - To view the attendance report of users in the system. |
| 2. Daily Report | - To view the daily IN/OUT report of users in the system. |
| 3. View Event Log | - To view the event log of the users in the system |
| 4. Add Event Log | - To add an event log in to the system |
| 5. View User List | - To view the list of users in the system |
| 6. Add New User | - To add a new user into the system |
| 7. Departments | - To view the list of departments or add a new department |
| 8. User Messages | - To send personalized messages to individual users during clock IN/OUT |

25. USER ADMINISTRATION – Introduction

Access Control

- | | |
|------------------|---|
| 1. Access Groups | - To view or modify existing access groups or add a new group |
| 2. Triggers | - To view or modify the trigger list. |
| 3. Holidays | - To setup the systems for recognizing holidays for unique settings |

Tools

- | | |
|------------------------|---|
| 1. Remote Door Open | - To open door remotely from web interface. |
| 2. Download Report | - To download attendance report for payroll or other HR purposes. |
| 3. Capture Fingerprint | - To capture fingerprint from the unit for testing/analysis. |
| 4. Network Camera | - To view the network camera attached to the ACTAtek™ unit. |

The above is a brief overview of what the features on the left panel are for, in the next session, you will be able to understand in more detail what each function does, and how to set up your ACTAtek™ for users and how to administrate and manage the user configurations.

26. USER ADMINISTRATION - Terminal

Log Off

To log off from the system, just click on this option. It is essential to log off from the system before closing the web browser for security reasons.

Terminal Status

The Terminal Status page will display the following page where by the terminal status of the system can be viewed.

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H

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_26.3
FAM Version	4.83
Terminal Description	ACTatek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Hour(s) 54 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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The terminal status option of the user administrator shows a brief overview of the system. However, under the User Administrator, one cannot make ANY changes to the system or how it is setup, but only to manage and add/delete users and their respective access rights.

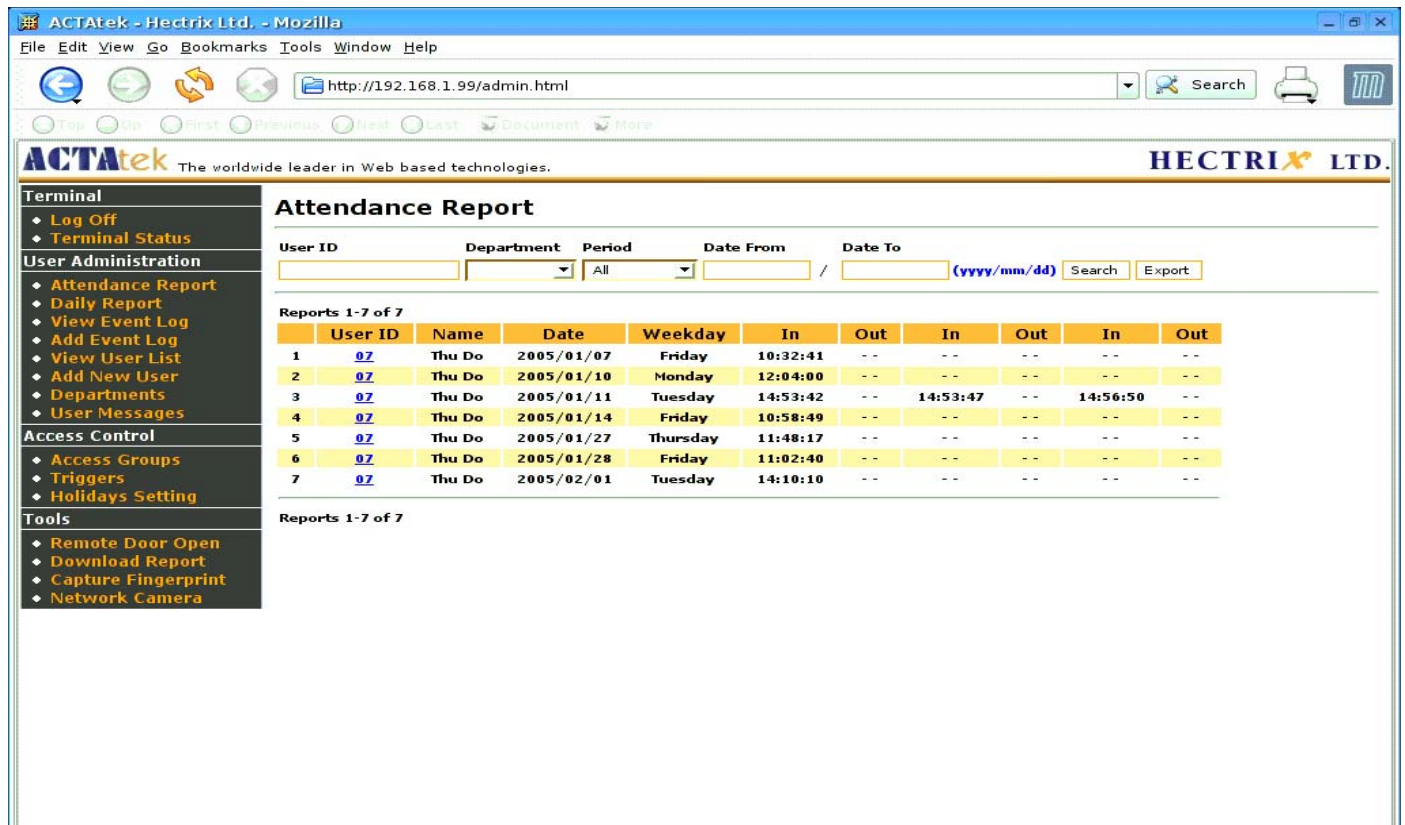
The system settings are either handled by the Network Administrator or the Super Administrator, who will be responsible for both facets – i.e. Network & User Administration.

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27. USER ADMINISTRATION – Attendance Report

Attendance Report

Under User Administration, select the first option listed as "Attendance Report", by clicking this following screen should be displayed:



The screenshot shows the ACTatek Hectrix Ltd. web application interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo.

The sidebar menu on the left contains the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Tools**
 - Remote Door Open
 - Download Report
 - Capture Fingerprint
 - Network Camera

The main content area is titled "Attendance Report". It features search filters for User ID, Department, Period, Date From, and Date To. Below the filters, it displays "Reports 1-7 of 7".

	User ID	Name	Date	Weekday	In	Out	In	Out	In	Out
1	07	Thu Do	2005/01/07	Friday	10:32:41	--	--	--	--	--
2	07	Thu Do	2005/01/10	Monday	12:04:00	--	--	--	--	--
3	07	Thu Do	2005/01/11	Tuesday	14:53:42	--	14:53:47	--	14:56:50	--
4	07	Thu Do	2005/01/14	Friday	10:58:49	--	--	--	--	--
5	07	Thu Do	2005/01/27	Thursday	11:48:17	--	--	--	--	--
6	07	Thu Do	2005/01/28	Friday	11:02:40	--	--	--	--	--
7	07	Thu Do	2005/02/01	Tuesday	14:10:10	--	--	--	--	--

Below the table, it says "Reports 1-7 of 7".

This option will give you a summary of the last 3 sets of IN/OUT of any given user.

There are 4 different searching options available to view the Attendance Report which include "User ID", "Department", "Period" or specify the "Dates To & From".

The information that can be viewed is "User ID" followed by "Name", "Date", "Weekday" and "IN/OUT" records.

28. USER ADMINISTRATION – Daily Report

Under User Administration, select the option listed as “Daily Report”, by clicking this following screen should be displayed:

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report**
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Daily Report

User ID Department Period Date From Date To

Search Export

Report 1 of 1

User ID	Name	Date	Weekday	First In	Last Out	Inside
1	Thu Do	2005/02/04	Friday	16:21:13	16:21:22	*

Report 1 of 1

This option will give you a summary of the first IN and the last OUT of any user.

There are 4 different searching options available to view the Daily Report which include “User ID”, “Department”, “Period” or specify the “Dates To & From”.

The information that can be viewed is “User ID” followed by “Name”, “Date”, “Weekday” and “First IN” & “Last OUT” records.

29. USER ADMINISTRATION – View Event Log

View Event Log

Under User Administration, select the option listed as “View Event Log”, by clicking this following screen should be displayed:

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Event Log

User Name User ID Department Event

Period Date From / Date To

(yyyy/mm/dd) Search

Event 1-27 of 27 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
2	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	
3	A999	--	--	2005/02/02	16:36:07	REMOTE DOOR OPEN	ACTatek	
4	07	Thu Do	General	2005/02/01	14:10:10	IN	ACTatek	
5	456	--	General	2005/02/01	14:08:00	IN	ACTatek	
6	456	--	General	2005/02/01	14:07:31	IN	ACTatek	
7	456	--	General	2005/01/28	11:03:49	IN	ACTatek	
8	07	Thu Do	General	2005/01/28	11:02:40	IN	ACTatek	
9	456	--	General	2005/01/28	11:02:32	IN	ACTatek	
10	456	--	General	2005/01/27	11:48:30	IN	ACTatek	
11	07	Thu Do	General	2005/01/27	11:48:17	IN	ACTatek	
12	456	--	General	2005/01/27	11:48:03	IN	ACTatek	
13	456	--	General	2005/01/21	10:20:19	IN	ACTatek	
14	A999	--	--	2005/01/20	11:19:35	REMOTE DOOR OPEN	ACTatek	
15	456	--	General	2005/01/20	11:18:27	IN	ACTatek	
16	456	--	General	2005/01/20	11:18:17	IN	ACTatek	
17	456	--	General	2005/01/20	11:09:55	IN	ACTatek	
18	456	--	General	2005/01/20	11:05:03	IN	ACTatek	
19	456	--	General	2005/01/19	14:34:02	IN	ACTatek	
20	07	Thu Do	General	2005/01/14	10:58:49	IN	ACTatek	
21	456	--	General	2005/01/14	10:58:40	IN	ACTatek	

There are 6 different searching options available to view the Event Log which include “Employee Name”, “Employee ID”, “Department”, “Event”, “Period” or specify the “Dates To & From”.

The information that can be viewed is “ID” followed by “Name”, “Department”, “Date”, “Time”, “Event” and “Terminal” which was used for entry/exit.

To sort the list, click on the column header, for instance, to sort by Event, click on the column header “Event”, which is in blue, and the list will be sorted in alphabetical order of Event. By default, the displayed list is sorted by Date/Time.

29. USER ADMINISTRATION – View Event Log

By User Name:

To view the Event Log by "User Name", enter the first few characters of the User and click "Search", the result will be displayed as follows:

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Event Log

User Name User ID Department Event

Period Date From / Date To (yyyy/mm/dd)

Event 1-13 of 13 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:22:42	OUT	ACTatek	
2	07	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
3	07	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
4	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	
5	07	Thu Do	General	2005/02/01	14:10:10	IN	ACTatek	
6	07	Thu Do	General	2005/01/28	11:02:40	IN	ACTatek	
7	07	Thu Do	General	2005/01/27	11:48:17	IN	ACTatek	
8	07	Thu Do	General	2005/01/14	10:58:49	IN	ACTatek	
9	07	Thu Do	General	2005/01/11	14:56:50	IN	ACTatek	
10	07	Thu Do	General	2005/01/11	14:53:47	IN	ACTatek	
11	07	Thu Do	General	2005/01/11	14:53:42	IN	ACTatek	
12	07	Thu Do	General	2005/01/10	12:04:00	IN	ACTatek	
13	07	Thu Do	General	2005/01/07	10:32:41	IN	ACTatek	

Event 1-13 of 13 << Prev 1 Next >>

29. USER ADMINISTRATION – View Event Log

By User ID:

To view the Event Log by "User ID", enter the first few characters of the ID being searched and click "Search", the result will be displayed as follows:

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Event Log

User Name User ID Department Event

 07

Period Date From / Date To

 / (yyyy/mm/dd) Search

Event 1-13 of 13 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:22:42	OUT	ACTatek	
2	07	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
3	07	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
4	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	
5	07	Thu Do	General	2005/02/01	14:10:10	IN	ACTatek	
6	07	Thu Do	General	2005/01/28	11:02:40	IN	ACTatek	
7	07	Thu Do	General	2005/01/27	11:48:17	IN	ACTatek	
8	07	Thu Do	General	2005/01/14	10:58:49	IN	ACTatek	
9	07	Thu Do	General	2005/01/11	14:56:50	IN	ACTatek	
10	07	Thu Do	General	2005/01/11	14:53:47	IN	ACTatek	
11	07	Thu Do	General	2005/01/11	14:53:42	IN	ACTatek	
12	07	Thu Do	General	2005/01/10	12:04:00	IN	ACTatek	
13	07	Thu Do	General	2005/01/07	10:32:41	IN	ACTatek	

Event 1-13 of 13 << Prev 1 Next >>

Delete All

29. USER ADMINISTRATION - View Event Log

By Department:

To view the Event Log by "Department Name", select the Department from the drop down menu, and click "Search", the result will be displayed as follows:

Event Log

User Name: User ID: Department: Event:

Period: Date From: / Date To: (yyyy/mm/dd) Search:

Event 1-13 of 13 << Prev 1 Next >>

#	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:22:42	OUT	ACTatek	
2	07	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
3	07	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
4	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	
5	07	Thu Do	General	2005/02/01	14:10:10	IN	ACTatek	
6	07	Thu Do	General	2005/01/28	11:02:40	IN	ACTatek	
7	07	Thu Do	General	2005/01/27	11:48:17	IN	ACTatek	
8	07	Thu Do	General	2005/01/14	10:58:49	IN	ACTatek	
9	07	Thu Do	General	2005/01/11	14:56:50	IN	ACTatek	
10	07	Thu Do	General	2005/01/11	14:53:47	IN	ACTatek	
11	07	Thu Do	General	2005/01/11	14:53:42	IN	ACTatek	
12	07	Thu Do	General	2005/01/10	12:04:00	IN	ACTatek	
13	07	Thu Do	General	2005/01/07	10:32:41	IN	ACTatek	

Event 1-13 of 13 << Prev 1 Next >>

29. USER ADMINISTRATION - View Event Log

By Event:

To view the Event Log by "Event", select the Event from the drop down menu under "Event", and click "Search", the result will be displayed as follows:

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Event Log

User Name User ID Department Event

Period Date From / Date To (yyyy/mm/dd) Search

Event 1-13 of 13 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:22:42	OUT	ACTatek	
2	07	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
3	07	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
4	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	
5	07	Thu Do	General	2005/02/01	14:10:10	IN	ACTatek	
6	07	Thu Do	General	2005/01/28	11:02:40	IN	ACTatek	
7	07	Thu Do	General	2005/01/27	11:48:17	IN	ACTatek	
8	07	Thu Do	General	2005/01/14	10:58:49	IN	ACTatek	
9	07	Thu Do	General	2005/01/11	14:56:50	IN	ACTatek	
10	07	Thu Do	General	2005/01/11	14:53:47	IN	ACTatek	
11	07	Thu Do	General	2005/01/11	14:53:42	IN	ACTatek	
12	07	Thu Do	General	2005/01/10	12:04:00	IN	ACTatek	
13	07	Thu Do	General	2005/01/07	10:32:41	IN	ACTatek	

Event 1-13 of 13 << Prev 1 Next >>

Delete All

29. USER ADMINISTRATION - View Event Log

By Period:

To view the Event Log by "Period", select the Period from the drop down menu under "Event", and click "Search", the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "Event Log" and includes search filters for User Name, User ID, Department, and Event. Below these are fields for Period (Today), Date From, and Date To, with a "Search" button. The results show "Event 1-2 of 2" with a table containing columns: User ID, Name, Department, Date, Time, Event, Terminal, and Remark. The table lists two events for user 07 on 2005/02/04. Navigation links "<< Prev 1 Next >>" are present above and below the table. A "Delete All" button is located at the bottom of the results section.

Event Log

User Name: User ID: Department: Event:

Period: Date From: / Date To: (yyyy/mm/dd) Search:

Event 1-2 of 2 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	07	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
2	07	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	

Event 1-2 of 2 << Prev 1 Next >>

29. USER ADMINISTRATION – View Event Log

By Date:

To view the Event Log by "Date" specified, select input the "Date From" & "Date To" in the relevant text boxes, and click "Search", the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "Event Log" and includes search filters for User Name, User ID, Department, and Event. Below these are fields for Date From (2005/02/03) and Date To (2005/02/04) with a "Search" button. The results show "Event 1-4 of 4" with a table of events. The table has columns: User ID, Name, Department, Date, Time, Event, Terminal, and Remark. The events listed are: 1. User ID 97, Name Thu Do, Department General, Date 2005/02/04, Time 16:22:42, Event OUT, Terminal ACTatek; 2. User ID 97, Name Thu Do, Department General, Date 2005/02/04, Time 16:22:35, Event IN, Terminal ACTatek; 3. User ID 97, Name Thu Do, Department General, Date 2005/02/04, Time 16:21:22, Event OUT, Terminal ACTatek; 4. User ID 97, Name Thu Do, Department General, Date 2005/02/04, Time 16:21:13, Event IN, Terminal ACTatek. Below the table, it shows "Event 1-4 of 4" and a "Delete All" button.

Event Log

User Name: User ID: Department: Event:

Period: Date From / Date To: / (yyyy/mm/dd)

Event 1-4 of 4 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	97	Thu Do	General	2005/02/04	16:22:42	OUT	ACTatek	
2	97	Thu Do	General	2005/02/04	16:22:35	IN	ACTatek	
3	97	Thu Do	General	2005/02/04	16:21:22	OUT	ACTatek	
4	97	Thu Do	General	2005/02/04	16:21:13	IN	ACTatek	

Event 1-4 of 4 << Prev 1 Next >>

30. USER ADMINISTRATION – Add Event Log

Adding An Event Log

There are many times when a user forgets to clock in or clock out from their terminal. This option is especially introduced for Administrators to make the export of the data more accurate so that it can be easily handled by any payroll system without much hassle.

Only User Administrators and Super Administrators have the power to add an event log, which could cause changes to the report and must be treated carefully. The following shows you how to add an event log into the system.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Add Event Log

Event Log Details

User ID

Date and Time (yyyy/mm/dd) (hh:mm:ss)

Event

Terminal

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Select "Add Event Log" under User Administration from the left of your screen, and the above screen should be displayed.

Enter the "User ID" for whom the event is being added, and enter the "Date & Time" in yyyy/mm/dd & hh:mm:ss formats. Select the Event & Terminal being added from the drop down menu.

Click "Add" to append the event to your unit or "Reset" to cancel any changes made. Once Add is successfully completed, the confirmation message "Add Event Log Successful" should appear in red.

31. USER ADMINISTRATION – View User List

View User List

To view the users already enrolled in the system, either by fingerprint or smart card or PIN, click on “View User List” under User Administration from the left column.

There are 4 different searching options available to view the User List which include “Last Name”, “First Name”, “User ID”, or “Department”.

The information that can be viewed is “User ID” followed by Last Name, First Name, Other Name, Active, FP, SMC, PSW, A/M and IN/OUT, as described below.

Description of Information displayed:

<u>Feature</u>	<u>Description</u>
i. Active	The Status of the User, Green –Active , Red - Inactive
ii. FP	Whether Fingerprint is an available authentication option.
iii. SMC	Whether Smart Card is an available authentication option.
iv. PSW	Whether Password / PIN is an available authentication option.
v. A/M	Whether Auto-match is an available authentication option.
vi. In/Out	Whether the user is currently In or Out of Premises.

31. USER ADMINISTRATION – View User List

By Last Name:

To view the User List by “Last Name”, enter the first few characters of the user’s last name, and click “Search”, the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "User List" and includes a search form with fields for Last Name, First Name, User ID, and Department, along with a Search button. Below the search form, it indicates "User 1 of 1" and shows a table with columns: User ID, Last Name, First Name, Other Name, Active, FP, *SMC, PSW, A/M, and IN/OUT. The table contains one row for User ID 97, Last Name Do, First Name Thu, and IN/OUT status OUT. Navigation links like "<< Prev 1 Next >>" are present. At the bottom of the table, there are links for "Select All" and "Deselect All", and buttons for "Deactivate", "Activate", and "Delete".

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User List

Last Name First Name User ID Department
Do Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	97	Do	Thu	--	•	•	•	•	•	OUT

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

31. USER ADMINISTRATION – View User List

By First Name:

To view the User List by “First Name”, enter the first few characters of the user’s first name, and click “Search”, the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "User List" and includes search filters for Last Name, First Name, User ID, and Department. Below the filters, it displays "*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card" and "User 1 of 1". A table lists user details with columns: User ID, Last Name, First Name, Other Name, Active, FP, *SMC, PSW, A/M, and IN/OUT. The table shows one user with ID 07, Last Name Do, First Name Thu, and IN/OUT status OUT. Navigation links like "<< Prev 1 Next >>" are present. At the bottom, there are buttons for Deactivate, Activate, and Delete.

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User List

Last Name First Name User ID Department Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
07	Do	Thu	--	•	•	•	•	•	OUT

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

31. USER ADMINISTRATION – View User List

By User ID:

To view the User List by “User ID”, enter the first few characters of the user’s ID, and click “Search”, the result will be displayed as follows:

The screenshot displays the ACTatek Hectrix Ltd. web application interface in a Mozilla browser window. The address bar shows the URL `http://192.168.1.99/admin.html`. The page features a navigation menu on the left with sections: Terminal, User Administration, Access Control, and Tools. The main content area is titled "User List" and includes a search form with fields for Last Name, First Name, User ID (containing "07"), and Department, along with a Search button. Below the search form, it indicates the SMC Type (M:Mifare Card, C:Contact Card, L:Legic Card, B:Barcode, H:HID Card) and shows "User 1 of 1". A table lists user details with columns: User ID, Last Name, First Name, Other Name, Active, FP, *SMC, PSW, A/M, and IN/OUT. The table contains one entry for User ID "07" with Last Name "Do" and First Name "Thu". Below the table, there are links for "Select All" and "Deselect All", and buttons for "Deactivate", "Activate", and "Delete".

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

User List

Last Name First Name User ID Department

07 Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	07	Do	Thu	--	•	•	•	•	•	OUT

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

31. USER ADMINISTRATION – View User List

By Department:

To view the User List by “Department”, select the relevant Department from the drop down menu, and click “Search”, the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "User List" and includes search filters for Last Name, First Name, User ID, and Department (set to General). Below the filters, a table displays user information for "User 1 of 1". The table has columns: User ID, Last Name, First Name, Other Name, Active, FP, *SMC, PSW, A/M, and IN/OUT. The data row shows User ID 07, Last Name Do, First Name Thu, and IN/OUT status OUT. Navigation links "Select All" and "Deselect All" are present. At the bottom, there are buttons for Deactivate, Activate, and Delete.

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

User List

Last Name First Name User ID Department
General Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	07	Do	Thu	-	•	•	•	•	•	OUT

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

31. USER ADMINISTRATION – View User List

To Sort through the list or Manage Users

To sort:

To sort the list, click on the column header, for instance, to sort by Event, click on the column header "Event", which is in blue, and the list will be sorted in alphabetical order. By default, the displayed list is sorted by ID.

To Delete/Deactivate/Activate Users:

To delete users from the system, you can select the checkboxes on the right of the ID under User List. If all the users need to be deactivated/deleted/activated, click the "Select All" to check ALL boxes. To cancel the selection, click on "Deselect All". Once selected, click the respective buttons at the bottom of the page, as shown below.

The screenshot shows the ACTatek Hectrix Ltd. web application interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla". The address bar shows "http://192.168.1.99/admin.html". The page has a sidebar with navigation options: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "User List". It features a search bar with fields for Last Name, First Name, User ID, and Department, and a Search button. Below the search bar, there is a section for SMC Type (M:Mifare Card, C:Contact Card, L:Legic Card, B:Barcode, H:HID Card) and a pagination control showing "User 1-4 of 4". The table below lists four users:

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	1	09	Administrator	User	--	•	•	•	•	--
☐	2	456	--	--	--	•	•	•	•	IN
☐	3	07	Do	Thu	--	•	•	•	•	OUT
☐	4	A999	--	--	--	•	•	•	•	--

Below the table, there are buttons for "Select All" and "Deselect All". At the bottom of the table, there are buttons for "Deactivate", "Activate", and "Delete". The pagination control at the bottom right shows "User 1-4 of 4" and navigation links "<< Prev 1 Next >>".

Once deleted, the user will no longer be in the system and all their relevant information will be removed from the system, so make sure you really want to delete them before carrying out the process. Deactivation can take place if users or employees are no longer required to use the system for a period of time to prevent unauthorized access to the premises. Once you deactivate a user, the dot in the column "Active" will appear grey. To activate them again, check the box next to their ID and click "Activate". This is a lot more flexible than deleting a user, since it will keep the user in the system but just restrict access for the specified time.

32. USER ADMINISTRATION – Add User

To Add New Users

There are 2 ways of adding users to the system; you can either add them directly at the web interface, or from the unit. We have already discussed how to add a user from the unit (on Section 11 on P.24), now let us look at how to add a user directly from the web interface.

To Add A New User:

Click on “Add New User” from the left column under “User Administration”, the following page will be displayed:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo. The left sidebar contains a navigation menu with the following sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "Add New User" and contains a "User Details" section with the following fields: User ID, Last Name, First Name, Other Name, Admin Level (set to User), and Enter Password. A note below the password field states: "Note: Please leave it blank if you don't want to change/add the password." Below the password field is a section for "Access Group" with a list of checkboxes for various roles: General/General Staff, General/Manager, Admin/General Staff, Admin/Manager, Engineer/General Staff, Engineer/Manager, H.R./General Staff, H.R./Manager, Marketing/General Staff, Marketing/Manager, Production/General Staff, Production/Manager, Sales/General Staff, Sales/Manager, General, and Admin. The "General" checkbox is checked.

Enter the User ID, Last Name, First Name, Other Name, Admin Level and enter the password in their respective field text boxes. Check the boxes for the relevant Access Group, this will limit or give them access at different times or doors, depending on the configuration made.

Select the Department for which the user works, and what level should the fingerprint security be, it ranges from Low – Normal – High – Highest and depends upon the security you wish to work with. This option allows the system to either select the minimum number of matching points or the maximum number.

32. USER ADMINISTRATION – Add User

To Add A New User:

time attendance tracking, selecting 'Low' will work fine.

Select the status of the user, whether they can use Auto Match or Password. Once completed, click "Add" to add the new user, or "Clear" to clear the fields and abort the addition.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with sections: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "HECTRIX LTD." and contains the "Add New User" form. The form includes fields for "Admin Level" (set to "User"), "Enter Password" (with a note: "Note: Please leave it blank if you don't want to change/add the password."), "Access Group" (a list of roles with checkboxes, including General/General Staff, General/Manager, Admin/General Staff, Admin/Manager, Engineer/General Staff, Engineer/Manager, H.R./General Staff, H.R./Manager, Marketing/General Staff, Marketing/Manager, Production/General Staff, Production/Manager, Sales/General Staff, and Sales/Manager), "Department" (a list of departments with checkboxes, including General, Admin, Engineer, H.R., Marketing, Production, and Sales), "Fingerprint Security Level (for ID Match)" (set to "Low"), and "Status" (with checkboxes for Active, Auto Match, and Password). At the bottom of the form are "Add" and "Clear" buttons.

Terminal	Admin Level	User
♦ Log Off		
♦ Terminal Status		
User Administration		
♦ Attendance Report		
♦ Daily Report		
♦ View Event Log		
♦ Add Event Log		
♦ View User List		
♦ Add New User		
♦ Departments		
♦ User Messages		
Access Control		
♦ Access Groups		
♦ Triggers		
♦ Holidays Setting		
Tools		
♦ Remote Door Open		
♦ Download Report		
♦ Capture Fingerprint		
♦ Network Camera		

HECTRIX LTD.

Admin Level User

Enter Password Note: Please leave it blank if you don't want to change/add the password.

Access Group

- ☒ General/General Staff
- ☐ General/Manager
- ☐ Admin/General Staff
- ☐ Admin/Manager
- ☐ Engineer/General Staff
- ☐ Engineer/Manager
- ☐ H.R./General Staff
- ☐ H.R./Manager
- ☐ Marketing/General Staff
- ☐ Marketing/Manager
- ☐ Production/General Staff
- ☐ Production/Manager
- ☐ Sales/General Staff
- ☐ Sales/Manager

Department

- ☒ General
- ☐ Admin
- ☐ Engineer
- ☐ H.R.
- ☐ Marketing
- ☐ Production
- ☐ Sales

Fingerprint Security Level (for ID Match) Low

Status ☒ Active ☐ Auto Match ☐ Password

Add Clear

33. USER ADMINISTRATION – Departments

Departments

This option under User Administration can be used to Add new departments, modify existing departments or delete them.

To Add a New Department:

Click on “Departments” under User Administration, which will display the below screen.

Enter the Department Name, and Description and click “Add” to append the department to the existing list.

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments**
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Departments

Add New Department

Department Name Description Add

Department List

Department 1-7 of 7 << Prev 1 Next >>

☐	Department Name	Department Description
☐	1 General	General
☐	2 Admin	Administrator
☐	3 Engineer	Engineering
☐	4 H.R.	Human Resources
☐	5 Marketing	Marketing
☐	6 Production	Production
☐	7 Sales	Sales

Select All | Deselect All

Department 1-7 of 7 << Prev 1 Next >>

Delete Clear

To Modify Existing Departments:

Click on the Department ID, which will fill in the blanks above and make any changes, after which, clicking “Modify” would confirm the modification, or “Reset” to abort the modification.

To Delete Existing Departments:

Select the check boxes of the Departments to be deleted, once selected, click “Delete” to remove them from the list of Departments, or “Clear” to abort the deletion. **Please note deleting a Department will cause its underlying Access Groups to be deleted too.**

34. USER ADMINISTRATION – User Messages

User Messages

This option under User Administration can be used to send personalized messages to individual users, who will be able to view them once they are authenticated at the ACTatek™ unit.

To Add a New Message:

Click on “User Messages” under User Administration on the left column, the following screen should be displayed.

Enter the User ID of the user this message is for, and enter the message in the User Message text box. Click “Add” to send the message to the user or “Reset” to abort the message. Please ensure that the message does not contain more than 21 characters per line, a maximum of 3 lines are accepted per message.

Optionally, the message can either be displayed on the LCD screen of the ACTatek or sent directly to their E-mail address, or both.

To Delete an existing User Message:

Check the box of the relevant message, and if all need to be checked, click “Select All”, and hit “Delete”. If the delete does not need to be made, click “Deselect All” to uncheck all boxes.

35. USER ADMINISTRATION – Access Control

Access Groups

An Access Group allows for users to be given standard access for the workplace. Different departments may have different access rights and some corporations have employers who are on shift duties, and may need different access levels for each shift, depending upon their time of entry and exit from the workplace. To fasten the procedure of giving access rights, it can now be done for groups, instead of individuals to simplify the process and give it more transparency. This option can only be configured by the User Administrator or the Super Administrator.

To View/Delete Existing Access Groups:

Click on “Access Groups” under “Access Control” from the left column, which will display the following page:

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups**
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Access Groups

Department Search

Access Group List

Access Group 1-14 of 14 << Prev 1 Next >>

☐		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager

Select All | Deselect All

Access Group 1-14 of 14 << Prev 1 Next >>

Delete

You can search the access groups by Department, and click “Search”.

To Delete the Access Group(s), check the relevant box and click “Delete”, or use the “Select All” option to select ALL the access groups or use the “Deselect All” option to clear the selection.

35. USER ADMINISTRATION – Access Control

To Add a New Access Group

To add a new Access Group(s), select “Access Groups” under “Access Control” option, which will bring you to the following page.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the URL "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The left sidebar contains a navigation menu with the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Tools**
 - Remote Door Open
 - Download Report
 - Capture Fingerprint
 - Network Camera

The main content area is titled "Access Group List" and shows a table of 14 access groups. The table has columns for a checkbox, a number, a Department, and an Access Group. The groups are listed as follows:

		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager

Below the table, there are links for "Select All" and "Deselect All", and a "Delete" button. At the bottom, there is a section titled "Add Access Group" with a "Department" dropdown menu (set to "General"), an "Access Group Name" text input field, and an "Add" button.

Under “Add Access Group”, select the relevant Department from the drop down menu and input the name of the access group being added, and click “Add”. Please make sure there is no duplication in the name of the Access Group being added with existing list of groups.

35. USER ADMINISTRATION – Access Control

To Add a New Access Group

Select which terminal this access right is for and whether Quick Access (Smart Card Access) is enabled or disabled for it. Click on "Set Terminal" for the next page, as displayed in the following page.

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Access Groups

Add Access Right - Set Terminal
[Add Access Group Successful]

Access Group Test / General

Terminal ACTatek

Quick Access Enable

Set Terminal

35. USER ADMINISTRATION – Access Control

To Add a New Access Group

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Access Groups

Add Access Right - Set Time
[Set Terminal Successful]

Access Group Test / General
Terminal ACTatek
Quick Access Enable

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun																								
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								
Sat																								
Hol																								

• Enabled • Disabled

Day Everyday

From 00:00-00:29

To 23:30-23:59

Set Enable

Set Time

Submit & Create Another Access Right Submit Access Group

Click on the drop down menu for "Day", make the appropriate selection, for instance, "Weekdays (Mon-Fri)" if the same access right is available for all days of the week.

Then select the "From" and "To" time this access right is either enabled or disabled. (Disabled access means nobody is allowed access to the unit from the relevant access group. Each user is assigned an access group when they are added into the system.)

Once the timings are assigned, select whether the access is enabled / disabled in that period, and select "Set Time" to confirm.

By default all access is disabled.

You can now either add another time setting for the same access right by select "Set Time" or create another Access right by selecting "Submit & Create another Access Right" and repeat the steps stated in the previous 2 pages, or confirm this access group by clicking "Submit Access Group".

36. USER ADMINISTRATION – Access Control

To Delete/ Modify Existing Access Groups

To delete any access group, check the relevant box, and click "Delete". If all access groups are to be removed, click "Select All" and all access groups check boxes will be automatically selected, then click "Delete" to remove them from the system, or click "Deselect All" to undo the selection.

To Modify the Access Group(s), click on "Access Groups" under Access Control from the left column, and once the list of access groups appears, select the one the modification applies to by clicking on the relevant Access Right ID.

The screenshot displays the ACTatek web application interface within a Mozilla browser window. The address bar shows the URL `http://192.168.1.99/admin.html`. The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." on the left, and the HECTRIX LTD. logo on the right. A navigation menu on the left side contains several categories: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The "Access Groups" page is active, showing a "Department" dropdown menu and a "Search" button. Below this is the "Access Group List" section, which displays a table of 15 access groups. Each row includes a checkbox for selection, an ID number, a Department, and an Access Group name. At the bottom of the table, there are "Select All" and "Deselect All" buttons. Below the table, there is a "Delete" button and a "Access Group 1-15 of 15" label. Navigation links "<< Prev 1 Next >>" are also present.

		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager
☐	15	General	Test

36. USER ADMINISTRATION – Access Control

To Modify Existing Access Groups

By clicking the relevant Access Group ID, information that is to be modified can be displayed, which includes:

- i. Access Group Name - The name of the access group.
- ii. Department - The department assignment of this group.

Clicking on “Modify” will confirm those changes.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with categories: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The main content area is titled "Access Groups" and contains a "Modify Access Group" form. The form has fields for "Access Group Name" (containing "Manager") and "Department" (a dropdown menu set to "General"). Below these fields is a "Modify" button. Underneath the form is a table with columns: "Access Right ID", "Terminal Name", and "QuickAccess". The table contains one row with the ID "1", "ACTatek" as the terminal name, and "Disable" as the quick access status. Below the table are links for "Select All" and "Deselect All", and buttons for "Delete Access Right" and "Add Access Right".

On this page, the Access Right ID's and description can be deleted or new access rights can be added into the access group.

To delete an existing access right, check the relevant box, and click “Delete Access Right”.

To add a new access right, click on “Add Access Right”, and follow the steps described in Section 65 on P. 135.

36. USER ADMINISTRATION – Access Control

To Modify Existing Access Groups

To modify the access rights of any access group, click on the access right ID of the relevant access group. The information that can be modified includes:

- Terminal: - For which terminal is this access right.
- Quick Access: - Whether smart card option can be enabled.
- The Access Time - From what day to what time is their access or no access to the terminal.

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Top Up First Previous Next Last Document More

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Access Groups

Modify Access Right

Access Group Manager / General

Terminal ACTatek

Quick Access Disable

Modify Access Right Details

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun																								
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								
Sat																								
Hol																								

Enabled Disabled

Day Everyday

From 00:00-00:29

To 23:30-23:59

Set Enable

Modify Access Right Time

To change the Terminal, select the drop down menu, and choose the terminal for which this access right should be enabled.

To enable access with Smart card (only possible if your unit is either a smart card only unit or a combo unit, which is a smart card + fingerprint unit), select the drop down menu and click Enable. (It is disabled by default.)

To confirm the changes, click on "Modify Access Right Details".

To make changes to the access right time, select the drop down menu for the days, and select the relevant days this access group should be enabled for. For weekdays, select "Weekdays(Mon-Fri)". Then go ahead and select the Time, from 00:00 to 24:00.

To enable access for users for this time period, select "Enable" from the drop down menu for "Set".

36. USER ADMINISTRATION – Access Control

To Modify Existing Access Groups

To disable access for users for this time period, select "Disable" from the drop down menu for "Set".

Click on "Modify Access Right Time" to make any changes to the time settings. Once your change is made, the grey will symbolize "disabled access", while the black will symbolize "enabled access". By default all access is disabled for security purposes.

ACTatek - Hectrix Ltd. - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://192.168.1.99/admin.html

Search

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Tools

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Access Groups

Modify Access Right
[Modify Access Right Time Successful]

Access Group Manager / General

Terminal ACTatek

Quick Access Disable

Modify Access Right Details

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mon	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tue	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Wed	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Thu	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Fri	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Sat	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hol	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

• Enabled • Disabled

Day Everyday

From 00:00-00:29

To 23:30-23:59

Set Enable

Modify Access Right Time

37. USER ADMINISTRATION – Access Control

To View or Modify Existing Trigger List

The “Triggers” option under Access Control shows you a number of different triggers preset into the system; this is for easy monitoring of attendance and other options. To view the list of triggers in the system, click on “Triggers” from the left column under Access Control.

To view or modify the details for the relevant trigger, click the “Trigger ID” on the left of the Trigger Name.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal

- Remote Door Open
- Download Report
- Capture Fingerprint
- Network Camera

Triggers

Trigger List

Trigger	Trigger Name	Trigger	Trigger Name
IN	IN	F20	F20
OUT	OUT	F21	F21
F1	F1	F22	F22
F2	F2	F23	F23
F3	F3	F24	F24
F4	F4	F25	F25
F5	F5	F26	F26
F6	F6	F27	F27
F7	F7	F28	F28
F8	F8	F29	F29
F9	F9	F30	F30
F10	F10	F31	F31
F11	F11	F32	F32
F12	F12	F33	F33
F13	F13	F34	F34
F14	F14	F35	F35
F15	F15	F36	F36
F16	F16	F37	F37
F17	F17	F38	F38
F18	F18	F39	F39
F19	F19	F40	F40
		View Log	View Log

[Reset All Trigger Schedule](#)

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38. USER ADMINISTRATION – Access Control

To View or Modify Existing Trigger List

This will display the following page that shows the time settings for the trigger, grey dots stand for disabled, while the black dots stand for enabled. Each time period allows for only ONE trigger to be activated.

To modify the time settings & other information for the relevant trigger displayed,

The information to be modified includes:

- | | |
|--------------|---|
| Trigger Name | - Once modified, click "Modify" for confirmation. |
| Day | - The days for the setting to be adjusted. |
| From (Time) | - Select the onset of this trigger. |
| To (Time) | - Select the end of this trigger. |
| Set | - Set whether to enable or disable it. |

To confirm the change, click on "Set Time".

39. USER ADMINISTRATION – Access Control

Holidays Settings

The Holidays option is for companies that have unique access rights or options for those days. Holiday setup can be done from "Access Rights Control" by clicking on "Holidays Setting", which will show the following screen:

The screenshot displays the ACTatek Hectrix Ltd. web application interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The sidebar menu on the left contains the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Tools**
 - Remote Door Open
 - Download Report
 - Capture Fingerprint
 - Network Camera

The main content area is titled "Holidays". It contains a form with the following elements:

- A text input field labeled "Company Holidays(yyyy/mm/dd)".
- A button labeled "Click to remove date from holiday list".
- A calendar for February 2005, showing days from Sunday to Saturday. The calendar is titled "2005 Feb".
- A button labeled "Click to add date to holiday list".
- A text input field labeled "Date of Holiday(yyyy/mm/dd):" followed by an "Add" button.

To add a new holiday, either click on the calendar to find the dates to add. Or type out the date in yyyy/mm/dd format and click "Add".

To remove holidays, click on the holidays already in the list and they will be automatically removed from the system.

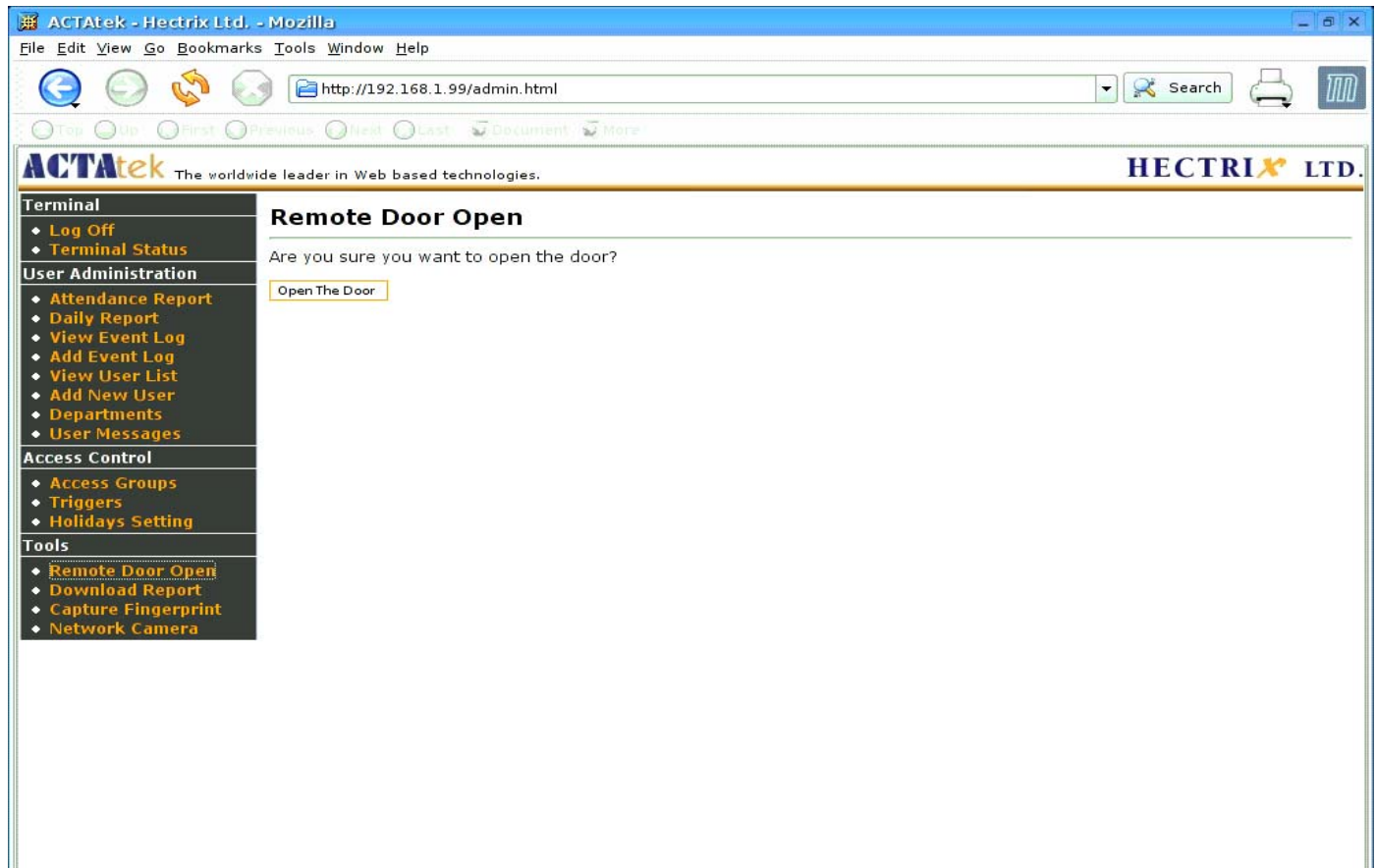
39. USER ADMINISTRATION - Tools

Remote Door Open

Most organizations or corporations or even small business have visitors coming in and out for meetings, or to drop parcels, etc. Those visitors are not enrolled in the system since they are not part of the company's payroll or should not have access to the office at odd hours.

For these reasons, the Remote Door Open feature comes in handy since visitors do not need to be enrolled in the unit to gain access, but the reception or someone near a computer can simply open the door using this feature, which enhances flexibility and convenience of the system.

To open the door remotely from any computer, click on "Remote Door Open" under Tools, which will display the following page:



Once selected, click "Open the Door" to open the door remotely. If successful, the message "The door is opened" will be displayed.

40. USER ADMINISTRATION - Tools

Download Report

The Download Reports option allows for easy download of attendance reports of employees in Excel or Text format.

Reports can be downloaded by various different options, as shown below.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla" with the address bar displaying "http://192.168.1.99/admin.html". The page features a navigation menu on the left with categories: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), and Tools (Remote Door Open, Download Report, Capture Fingerprint, Network Camera). The "Download Report" option is highlighted. The main content area is titled "Download Report" and includes a form to filter the report. The form fields are: User Name (text input), User ID (text input), Department (dropdown menu), Trigger (dropdown menu), Period (dropdown menu), From / To (two text inputs with date format hints (yy/mm/dd)), Format (dropdown menu set to TXT), and a Download button.

Reports can either be downloaded by:

Employee Name
Employee ID
Department
Trigger
Period
From / To (Date yyyy/mm/dd)
Format – Excel or Text (Compulsory option)

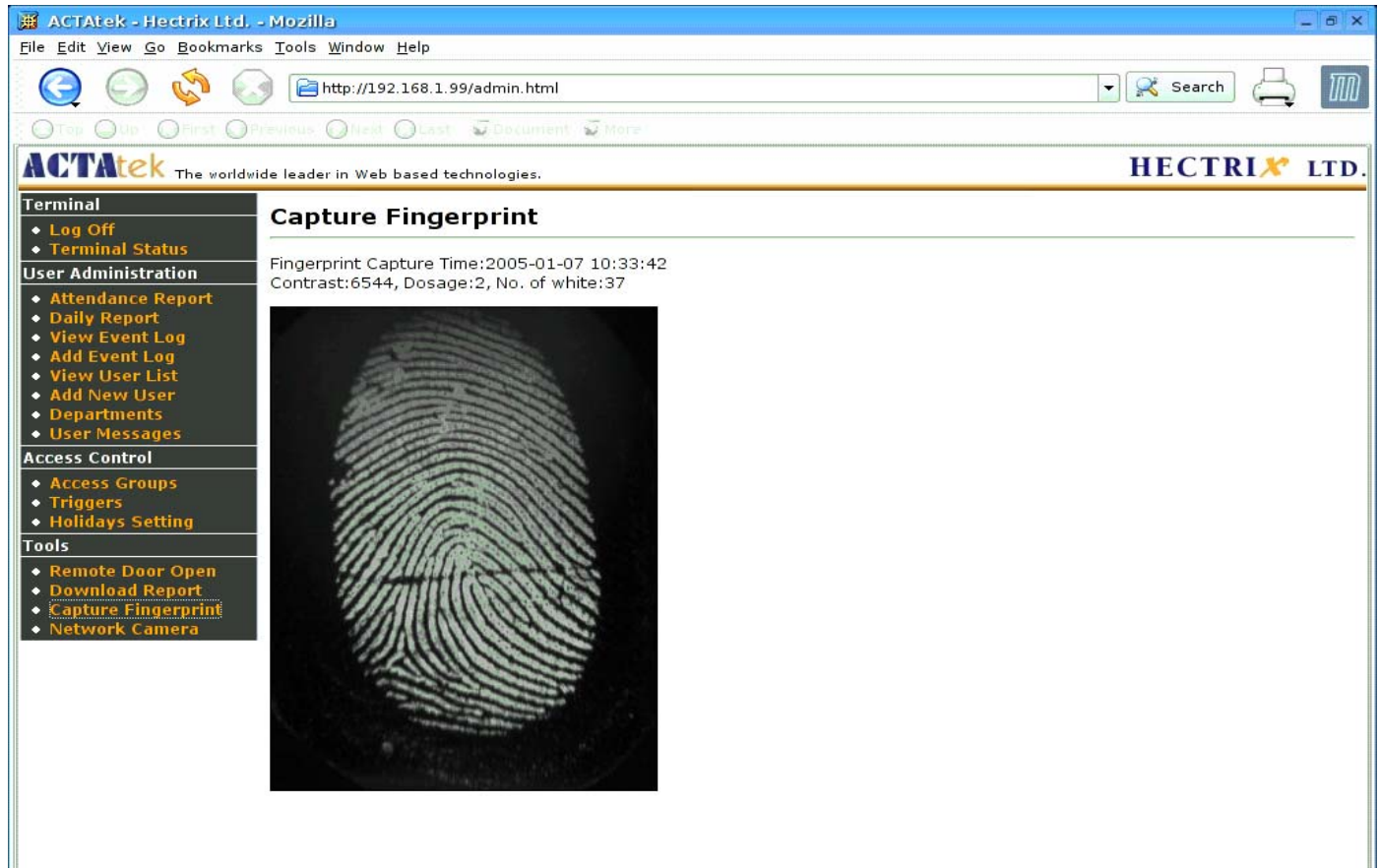
Click "Download" for the report to be downloaded to your system for payroll or other management purposes.

41. USER ADMINISTRATION - Tools

Capture Fingerprint

The Capture Fingerprint option allows for easy viewing of fingerprint images of difficult to read fingerprints in JPEG format.

Click on 'Capture Fingerprint'.

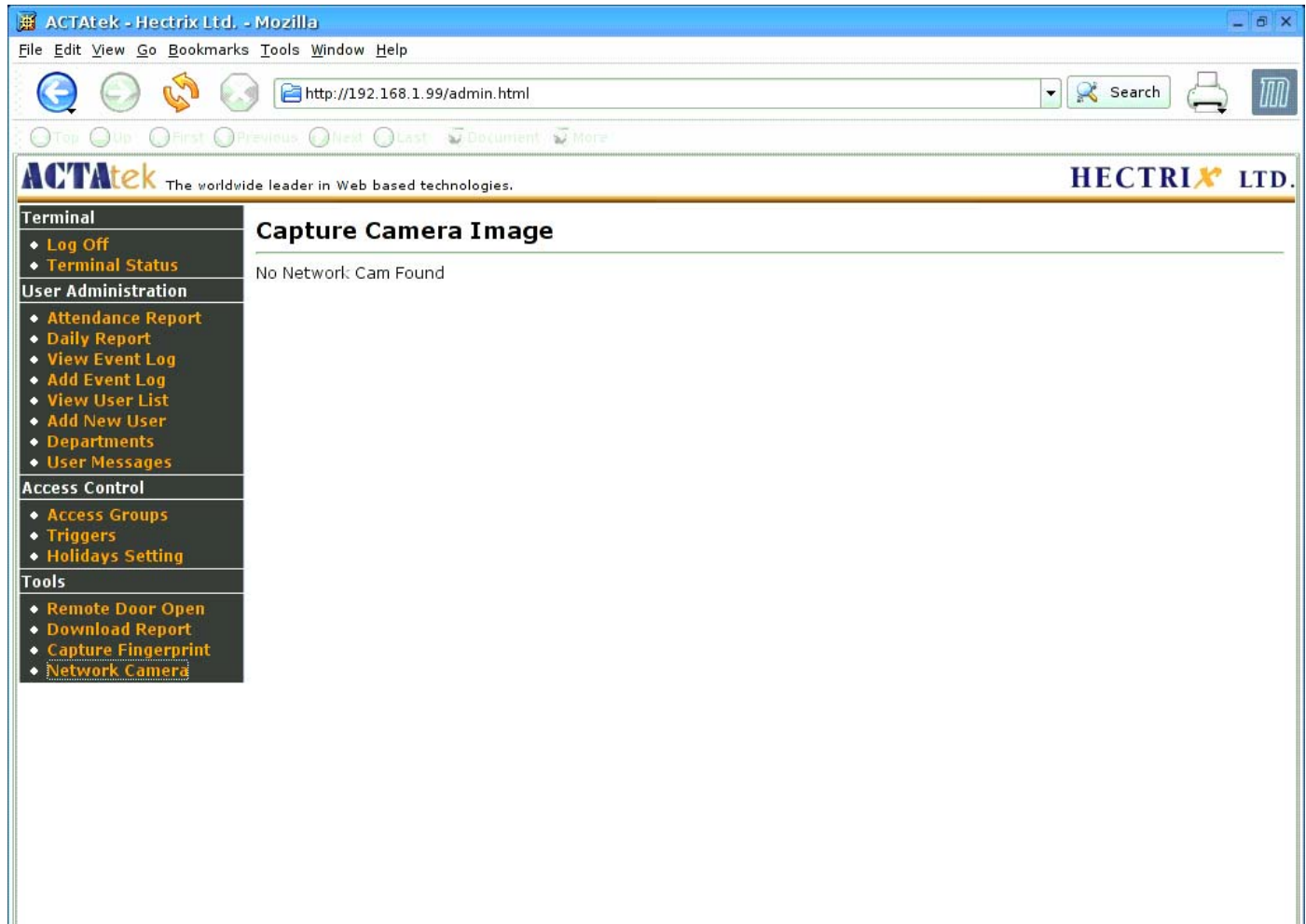


42. USER ADMINISTRATION - Tools

Network Camera

The Network Camera option allows for remote monitoring of network cameras installed with the ACTatekTM.

To view the camera, click on 'Network Camera' on the left under 'Tools' to view any installed camera.



43. NETWORK ADMINISTRATION – Introduction

After logging in under Network Administrator, the left panel will differ from the other administrator, as can be seen below. More options will be available for configuration and modification of the system and technical part of the unit.

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Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_28.3
FAM Version	4.83
Terminal Description	ACTatek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Day(s) 1 Hour(s) 47 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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The Network Administrator is usually the person that takes charge of the Information Systems or Technical Support Department, and is in charge of system configuration, such as, IP configuration changes and firmware upgrades or system backup. Moreover, anything to do with network administration, including IP Changes or modification, DNS or Gateway settings is handled by the network administrator.

From the left panel, the user administrator will be able to choose from the following:

Terminal

1. Log off - To log off from the system
2. Terminal Status - To view the overall terminal status

Terminal Settings

1. Terminal Setup - To view modify the terminal settings, e.g. IP / Gateway.
2. Primary / Secondary Setup - To network multiple units in a multi-unit environment.
3. Terminal List - To view the list of terminals connected.
4. Connection Profile - To connect to a modem.
5. Terminal Clock - To view or modify the terminal clock settings.
6. External Devices - To connect external mifare readers or other readers to the unit.

Tools

1. Backup System Data - To backup the system data.
2. Restore System Data - To restore the system data from a previous setting.
3. Firmware Upgrade - To upgrade the firmware provided by Hectrix Ltd.
4. Reboot - To reboot the unit, no data will be lost.

The above is a brief overview of what the features on the left panel are for, in the next session, you will be able to understand in more detail what each function does, and how to set up your ACTatek™ and manage the system settings.

44. NETWORK ADMINISTRATION - Status

Log Off

To log off from the system, just click on this option. It is essential to log off from the system before closing the web browser for security reasons.

Terminal Status

The Terminal Status page will display the following page, where by the terminal status of the system can be viewed.

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Terminal

- Log Off
- Terminal Status**

Terminal Settings

- Terminal Setup**
- Primary/Secondary Setup**
- Terminal List**
- Connection Profile**
- Terminal Clock**
- External Devices**

Terminal

- Backup System Data**
- Restore System Data**
- Firmware Upgrade**
- Reboot**

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_28.3
FAM Version	4.83
Terminal Description	ACTAtek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Day(s) 1 Hour(s) 47 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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Feature		Description
xiii.	Model Number	The Model Number of your ACTAtek™ unit.
xiv.	Serial Number	The Serial Number of your ACTAtek™ unit.
xv.	Firmware Version	The software version installed in the unit
xvi.	FAM Version	The Fingerprint Software version installed in the unit.
xvii.	Terminal Description	A brief description of the terminal.
xviii.	IP Address	The IP address assigned to the unit, Default: 192.168.1.100
xix.	Primary/Secondary Unit	The type of assignment of the unit in the network.
xx.	System Uptime	The time the unit started operating.

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45. NETWORK ADMINISTRATION – Terminal

Terminal Setup

To make any system configuration changes to the system, click on Terminal Setup under “Terminal Settings” from the left column. All system changes that are technically related will be available from this option for the network administrator.

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

Terminal Settings

- **Terminal Setup**
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Network Settings

Terminal ID: 0
Serial Number: 00111DA0001D
Terminal Description: ACTatek
IP Address: ☐ DHCP ☒ Static IP Address: 192.168.1.99
Subnet Mask: 255.255.255.0
Default Gateway: 192.168.1.1
DNS Server: 192.168.1.250

Fingerprint Related Setting

Security Level (for Automatch): Normal

Miscellaneous

Auto IN/OUT: ☐ Enable ☒ Disable ☐ Reject Repeated Event
Log Unauthorized Event: ☐ Enable ☒ Disable
Relay Delay: 8 (0-20)
Door Bell: ☐ Enable ☒ Disable
Network Camera: IP Address: Manufacturer: Axis Model: Axis 2100
WIEGAND Output: ☐ 26-bit ☐ 40-bit ☒ Disable
Language: English
Webserver Port: 80 (80 - 9999)
Allowed IP: ☐ Disable ☒ Enable * (e.g. 192.168.1.*)
SMTP Server:
Emergency Password: * 2 Characters
Administrator's Email Address:
Submit Reset

The options that can be changed include Network Settings, Fingerprint Matching Setting & Miscellaneous Setting:

Terminal Description

IP Address

Subnet Mask

Default Gateway

DNS Server

- The Description of the terminal

- The IP Address of the terminal (Dynamic or Static)

- If DHCP, it will be automatically inputted.

- The address for it to be connected over the internet.

- Used to map names to IP addresses and vice versa.

Security Level (for Automatch)

- The Fingerprint Security level for the system.

Auto IN/OUT

Log Unauthorized Event

Relay Delay

Door Bell

Network Camera

Weigand Output

Language

Webserver Port

- This option automatically switches the users IN/OUT

- This option will record every denied access to the system.

- This will keep the door open for the seconds specified.

- To enable the door bell option on the unit.

- To view the network camera linked via the unit.

- This option is to enable Weigand output from the unit.

- This option lets you select between various languages.

- Specify the web server port here with which unit will be accessed.

Allowed IP

- This allows the specific IP Address to be enabled / disabled.

45. NETWORK ADMINISTRATION – Terminal

Terminal Setup

- | | |
|-------------------------------|--|
| SMTP Server | - For sending messages directly to e-mail, provide a valid SMTP Server address which does not require additional login ID/Password verification. |
| Emergency Password | - Emergency passwords are for distress situations where employees can key in the specified password before their individual PIN to send an alert to the Email Address specified below. |
| Administrator's Email Address | - Specify an E-mail address where distress email should be sent to. |

46. NETWORK ADMINISTRATION – Terminal

Primary / Secondary Setup

The Primary / Secondary option under “Terminal Settings” can be used to configure the Primary / Secondary configuration for a multi unit deployment of units.

To configure, first assign all the units in the network with a specific & unique IP address, once done, assign one unit as the Primary unit, and configure the rest of them as the secondary units.

To do so, click on 'Primary / Secondary Setup', which will show you the following page:

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

Go

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup**
- Terminal List
- Terminal Clock
- External Devices

Tools

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Primary/Secondary Setup

Primary/Secondary Setup

☒ Primary Unit

☐ Secondary Unit

Primary IP:

If the unit you are assigning is a secondary unit, then select the “Secondary Unit” radio button, and input the Primary unit IP Address in the text box.

Click 'Set' to confirm. Once you have completed this step, the primary and secondary configuration should be configured successfully.

47. NETWORK ADMINISTRATION – Terminal

Terminal List

The Terminal List option under “Terminal Settings” can be used to view the list of terminals, and their respective name, type, serial number and IP Address, as shown below.

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Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Terminal List

No.	Description	Type	Serial No.	IP Address	Camera	Door	Last Updated To Secondary	Backup
1	ACTatek	Primary	00111DA0001D	192.168.1.99	Camera	Unlock Door	--	

Server List

No.	IP Address	Status	Last Updated Time	Active	Profile
No record found.					

Submit

Delete

Add

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From the terminal list, it is possible to directly unlock the door and view the camera for the terminal you are looking at directly. It will open in a popup window, so please ensure you have your popup blockers disabled before doing so. **Also, please note the the links are only http enabled.**

48. NETWORK ADMINISTRATION – Terminal

Connection Profile

1. Enter the details in the Connection Profile Settings as shown below:

- Enter the details in Connection Profile Setting

Connection Name	Name of the Profile
Period	The time interval the unit takes to connect the remote server(in minutes)
Server IP	IP Address of the remote dial-up server (e.g. 192.168.9.184)
Connection Type	Select “PPP” for Modem
Phone Number	Phone number for the dial-up modem (Ensure phone line is physically connected to the PC)
ID	User ID for login to the remote server's login ID (e.g. user_a)
Password	Password for login to the remote server's login ID (e.g. 1234)

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Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- **Connection Profile**
- Terminal Clock
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Connection Profile

Existing Connection Profile

No.	Name	Type	Period	Server IP	Phone Number	ID
Delete						

Connection Profile Setting

Connection Name

Period

Server IP

Connection Type

Phone Number

ID

Password

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49. NETWORK ADMINISTRATION – Terminal

Terminal Clock

The terminal clock can be modified according to the region you are in. It is extremely useful to have correct timing for all time attendance purposes or for reporting purposes since that's the time the system will record for any access.

ACTAttek

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HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock**
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

Terminal Clock

Date

2005/09/13

(yyyy/mm/dd)

Time

04:16:47

(hh:mm:ss)

New Date

(yyyy/mm/dd)

New Time

(hh:mm:ss)

Auto Adjust

☒ On ☐ Off

"On" - Automatically use your PC date/time to adjust
"Off" - Manually type in the date/time

Set Time

Time Zone

No Timezone

☐ Enable SNTP

Server Name

Note: You must set the time zone correctly in order to synchronize with an SNTP server.

Set

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If the SNTP (Time server) is enabled, then the ACTAttekTM will follow the time of the local time server, either provided by the government or other authorities in the region.

If the SNTP is disabled, the ACTAttekTM will either have to follow the time on the PC or a time can be set for the device according to the local time settings.

To enable the ACTAttekTM to follow the time on the PC, select "On" for Auto Adjust. To disable this auto adjust, select "Off" and the time setting will be available for users to input the "New Date" and "New Time".

Also, time can be set according to regional Time Zones as presented here.

Click "Set" to save any modifications made.

50. NETWORK ADMINISTRATION – Terminal

External Devices

To add any external devices, which includes the External Mifare Reader, or other smart card readers, the “External Devices” option can be used.

To do so, click on “External Devices” under Terminal Settings, and the following page should be displayed.

ACTAtek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Backup System Data
- Restore System Data
- Firmware Upgrade
- Reboot

External Devices

Add New External Reader

Reader Type	Reader Address	Trigger	Ignore Quick Access	
Mifare		IN	☐	Add

External Reader List

☐	Reader Type	Reader Address	Trigger	Ignore Quick Access
Select All Deselect All				
Total 0 Readers				
Delete Clear				

External Relay List

Relay Address
1

Total 1 Relays

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To add an external reader, select the 'Reader Type', the reader's Address, the trigger type and check whether to Ignore Quick Access click Add once all fields are completed. Only enabled triggers will be present in the drop down menu.

Once added, the reader will appear in the 'External Reader List'. To make any modifications to the reader configuration, select the number, and the page will be displayed where changes can be made. To delete the reader, select the check box and click 'Delete'.

External Relay

The external relay, if installed, can be viewed through the “External Devices” option. To modify the external relay configuration, click on “1”. It will display the existing address, put the modified address and click on “Modify”. Currently, only the “1” address is enabled for the relays.

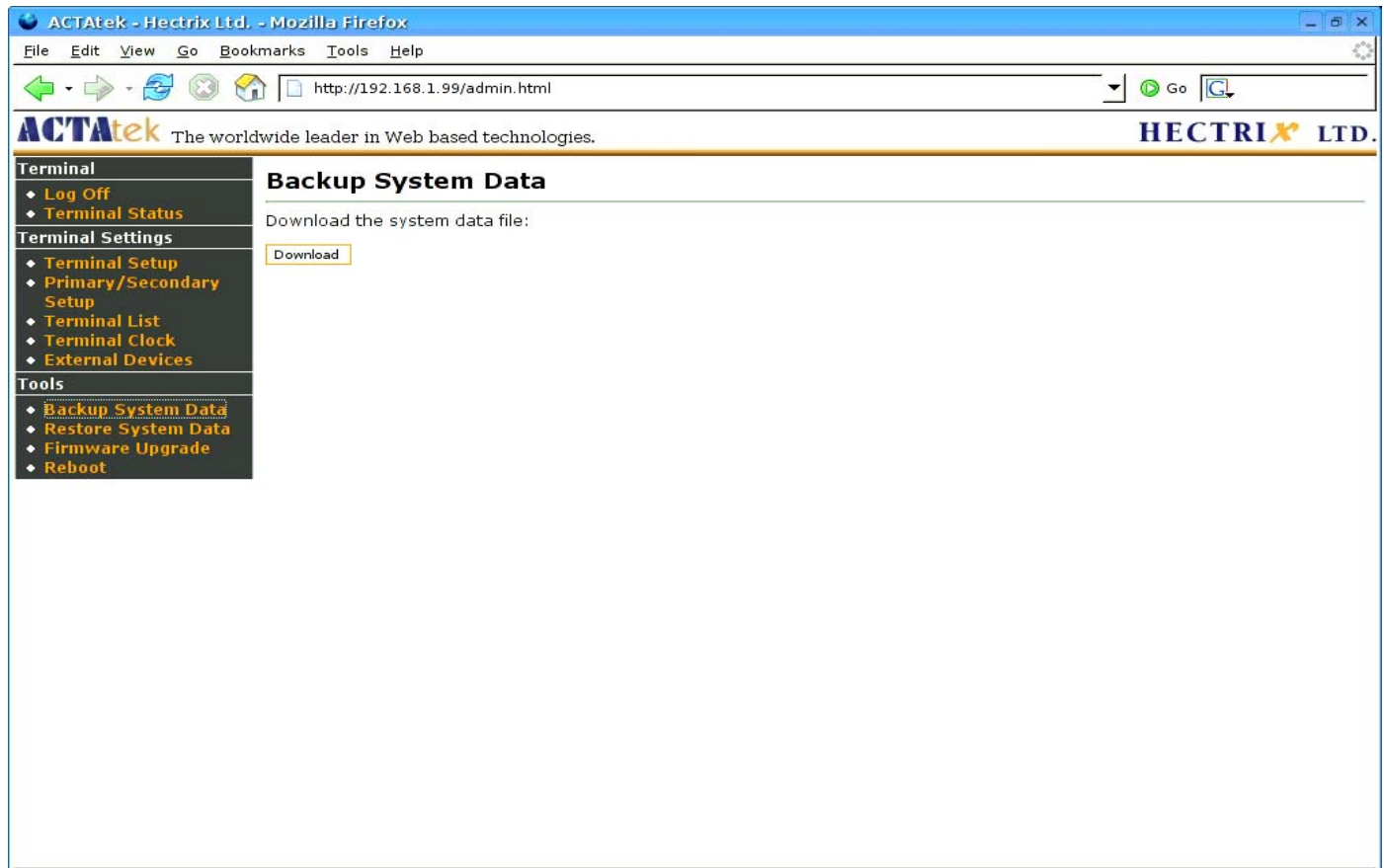
51. NETWORK ADMINISTRATION – Tools

Backup System Data

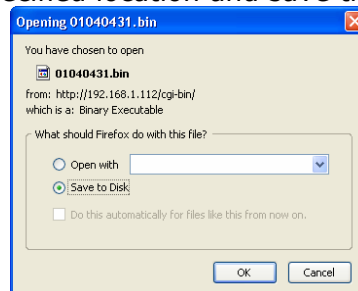
The system's configuration files can be saved, so as to share the configuration with different devices in the network. Or it could be helpful, just in case something goes wrong with the system, to rollback to a previous setting.

Backing up is an essential part of any computer parts or Internet Appliance, it can provide the added security and flexibility that is needed for these devices.

To backup the system configuration, click on "Backup System Data" under Tools from the left column of options.



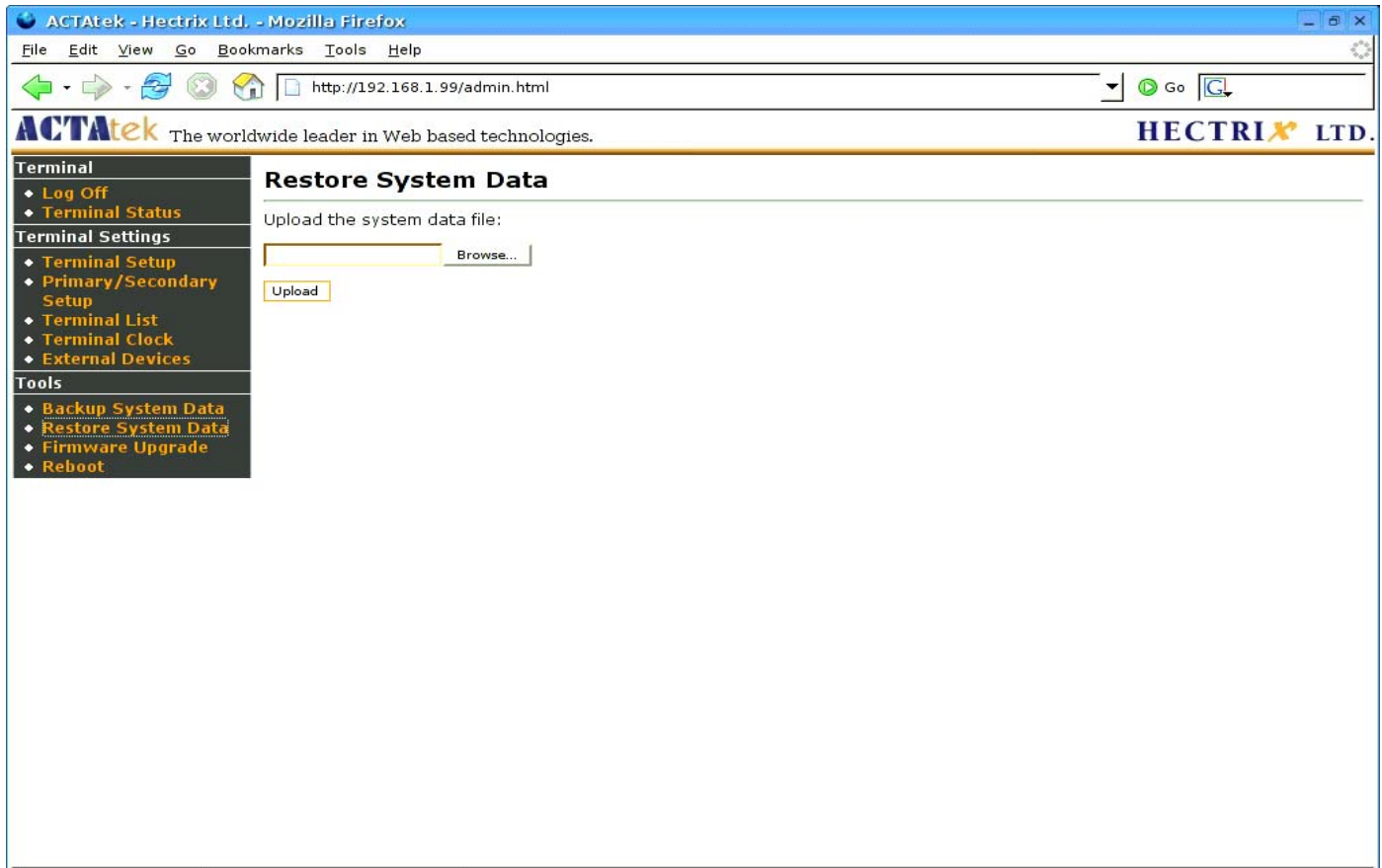
Once selected, click "Download" to download the data on to the PC. The system will then prompt to save the file in the PC, click on the specified location and save the file.



52. NETWORK ADMINISTRATION – Tools

Restore System Data

Once backup is complete and the changes made to the system since the previous backup caused the system to work improperly or malfunction, you can always rollback to the previous setup by selecting the "Restore System Data" option under Tools in the left column.



Click "Browse" to locate the specified file, once located, click "Open".

Then click "Upload" to upload the file back into the system for the previous configuration to take place.

53. NETWORK ADMINISTRATION – Tools

Firmware Upgrade

Firmware releases will be carried out on a regular basis, first with a monthly release, then quarterly and then an annual release.

Hectrix will continue to add new features to its unit and have a monthly firmware upgrade to include those features for our clients.

To upgrade your unit with the latest firmware, click on “Firmware Upgrade” from the left column under “Tools”.

The screenshot displays the ACTatek web interface. At the top, the ACTatek logo is on the left with the tagline "The worldwide leader in Web based technologies.", and the HECTRIX LTD. logo is on the right. A left-hand navigation menu is visible, containing sections: "Terminal" (with links for Log Off and Terminal Status), "Terminal Settings" (with links for Terminal Setup, Primary/Secondary Setup, Terminal List, Connection Profile, Terminal Clock, and External Devices), and "Terminal" (with links for Backup System Data, Restore System Data, Firmware Upgrade, and Reboot). The "Firmware Upgrade" page is active, showing the current firmware version as "actatek_1_28.3" and the upgrade count as "2". Below this, there is a section titled "Upload Firmware:" with a text input field, a "Browse..." button, and an "Upload" button. At the bottom right of the page, a copyright notice reads "Copyright © 2001-2005 by Hectrix Ltd."

Click “Browse” to locate the firmware (once downloaded to your machine from our website). Click “Open” once the file has been located, and “Upgrade” to upload it to your system.

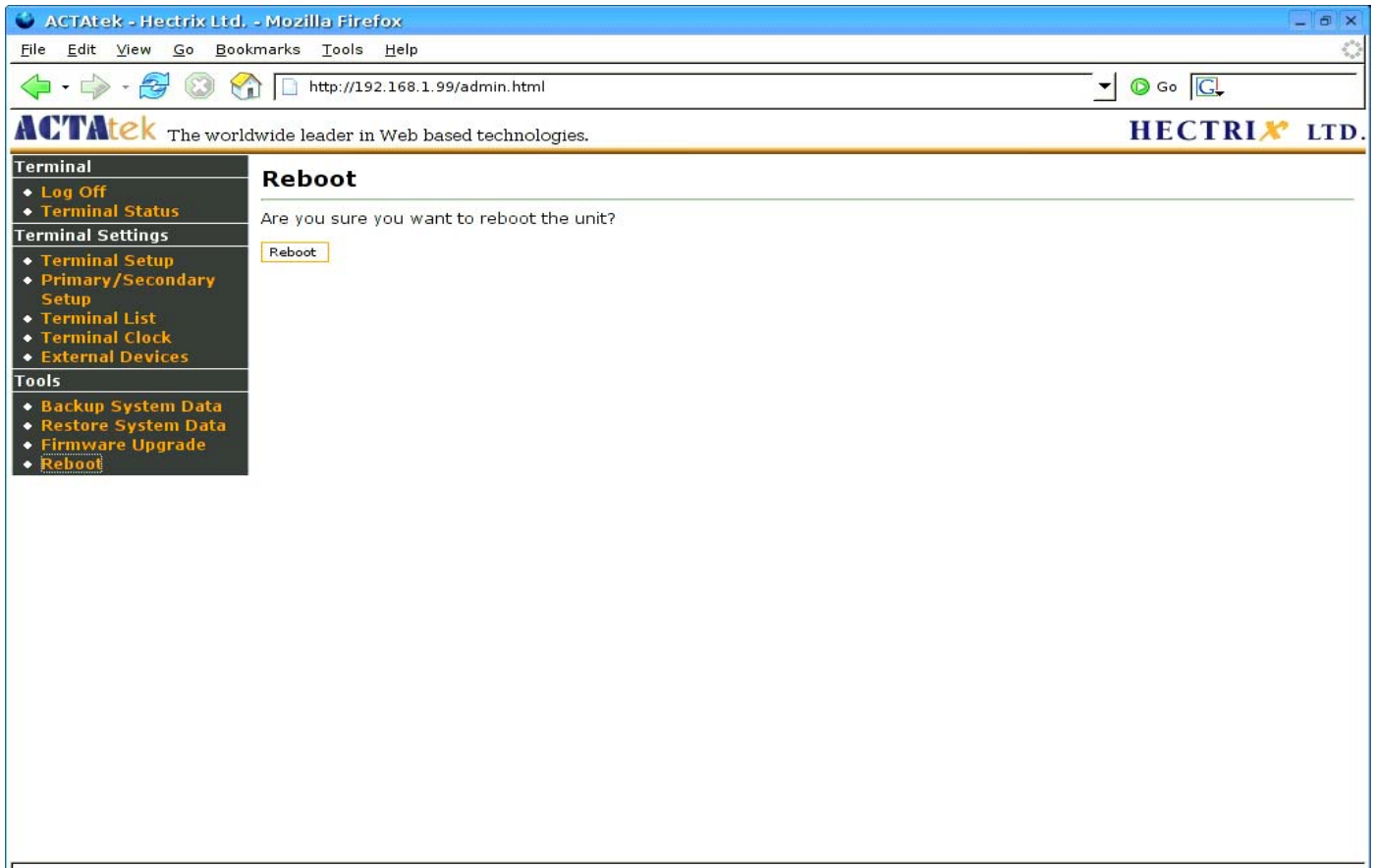
Also from this page, the current firmware version can be seen, and the upgrade count is also available to show you how many times the system has been upgraded, for your reference purposes. Once upload is clicked, the system will install the new firmware and your system will reboot automatically to let the new changes take effect.

54. NETWORK ADMINISTRATION – Tools

Reboot

The unit can be reboot to restart the entire system configuration or to take on the new firmware upgrade installed in the unit.

To reboot the unit, click on “Reboot” from the left column under “Tools”, which will show the following page:



Click “Reboot” to reboot the unit for either new enhancements to take place or a firmware upgrade to take effect on the system.

55. SUPER ADMINISTRATION – Introduction

After logging in under Super Administrator (Default ID: A999, password: 1), the left panel will differ from the other administrator(s), as can be seen below. All options will be available for configuration and modification of the system and user configurations.

ACTatek

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_28.3
FAM Version	4.83
Terminal Description	ACTatek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Day(s) 3 Hour(s) 32 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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The System Administrator is usually the person that takes charge of the whole system, which includes the networking and technical side of things, as well as the HR and administration side. The Super administrator option is either a top executive who has control over the company data and knows the technical aspect too. Moreover, for small companies the roles of both the User and Network administrator(s) may be combined to one, and this is where the Super Administrator comes to play.

From the left panel, the user administrator will be able to choose from the following:

Terminal

- | | |
|--------------------|---------------------------------------|
| 3. Log off | - To log off from the system |
| 4. Terminal Status | - To view the overall terminal status |

55. SUPER ADMINISTRATION – Introduction

User Administration

- | | |
|----------------------|---|
| 9. Attendance Report | - To view the attendance report of users in the system |
| 10. Daily Report | - To view the daily report of users in the system |
| 11. View Event Log | - To view the event log of the users in the system |
| 12. Add Event Log | - To add an event log in to the system |
| 13. View User List | - To view the list of users in the system |
| 14. Add New User | - To add a new user into the system |
| 15. Departments | - To view the list of departments or add a new department |
| 16. User Messages | - To send personalized messages to individual users during clock IN/OUT |

Access Control

- | | |
|------------------|--|
| 1. Access Groups | - To view or modify existing access groups or add a new group |
| 2. Triggers | - To view or modify the trigger list. |
| 3. Holidays | - To setup the systems for recognizing holidays for unique settings. |

Terminal Settings

- | | |
|------------------------------|--|
| 1. Terminal Setup | - To view modify the terminal settings, e.g. IP / Gateway. |
| 2. Primary / Secondary Setup | - To setup the units in primary / secondary mode. |
| 3. Terminal List | - To view the list of terminals connected. |
| 4. Connection Profile | - To set up the modem connection with the ACTAtek. |
| 5. Terminal Clock | - To view or modify the terminal clock settings. |
| 6. External Devices | - To connect external devices to the ACTAtek unit. |

Tools

- | | |
|----------------------------------|--|
| 1. Remote Door Open | - To open the door using the web interface. |
| 2. Backup System Data | - To backup the system data. |
| 3. Restore System Data | - To restore the system data from a previous setting. |
| 4. Firmware Upgrade | - To upgrade the firmware provided by Hectrix Ltd. |
| 5. Download Report | - To download access log report in Excel or Txt formats. |
| 6. Capture Fingerprint problems. | - To capture fingerprint images for analysis if scanner give problems. |
| 7. Network Camera | - To connect an external network camera to ACTAtek. |
| 8. Reboot | - To reboot the unit remotely. |

The above is a brief overview of what the features on the left panel are for, in the next session, you will be able to understand in more detail what each function does, and how to set up your ACTAtek™ and manage the system settings.

56. SUPER ADMINISTRATION – Status

Log Off

To log off from the system, just click on this option. It is essential to log off from the system before closing the web browser for security reasons.

Terminal Status

The Terminal Status page will display the following page, where by the terminal status of the system can be viewed.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Terminal Status

Model Number	ACTA-1K-FS-M
Serial Number	00111DA0001D
Firmware Version	actatek_1_28.3
FAM Version	4.83
Terminal Description	ACTatek
IP Address	192.168.1.99
Primary/Secondary Unit	Primary
System Uptime	1 Day(s) 3 Hour(s) 32 Minute(s)
Registered/Maximum Users	6/1000
Automatch Users	1/100
Current Status	Online
Memory Free	19.09M

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The terminal status option of the super administrator shows a brief overview of the system but be reminded, under the Super Administrator, one can make all system configuration changes and user administration changes to the system, which means it has the highest authority level from the rest of the administrator levels.

57. SUPER ADMINISTRATION – Attendance Report

Under User Administration, select the option listed as "Attendance Report", by clicking this following screen should be displayed:

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report**
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Attendance Report

User ID

Department

Period

Date From

Date To

(yyyy/mm/dd)

Search

Format

Export

Reports 0 of 0

User ID	Name	Date	Weekday	In	Out	In	Out	In	Out	Total Working Hours
No record found.										

Reports 0 of 0

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This option will give you a summary of the last 3 sets of IN/OUT of any given user.

There are 4 different searching options available to view the Attendance Report which include "User ID", "Department", "Period" or specify the "Dates To & From".

The information that can be viewed is "User ID" followed by "Name", "Date", "Weekday" and "IN/OUT" records.

Moreover, you get an overview of the Total Hours worked by any given employee on any day, provided the event logs haven't been deleted. This information can then be exported to Excel or text files.

58. USER ADMINISTRATION – Daily Report

Under User Administration, select the option listed as “Daily Report”, by clicking this following screen should be displayed:

ACTatek - Hectrix Ltd. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://65.211.242.200/admin.html

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Daily Report

User ID Department Period Date From Date To

Today / (yyyy/mm/dd) Search Export

Report 1-2 of 2

	User ID	Name	Date	Weekday	First In	Last Out	Inside
1	01	Eva Sillas	2005/03/25	Friday	08:01:30	--	•
2	03	Ryan Snook	2005/03/25	Friday	08:16:29	--	•

Report 1-2 of 2

Powered by Hectrix Ltd.

This option will give you a summary of the first IN and the last OUT of any user.

There are 4 different searching and export options available to view the Daily Report which include “User ID”, “Department”, “Period” or specify the “Dates To & From”.

The information that can be viewed is “User ID” followed by “Name”, “Date”, “Weekday” and “First IN” & “Last OUT” & whether the user is currently INSIDE or not represented by a black / grey dot, which depict OUT and IN respectively.

59. SUPER ADMINISTRATION – View Event Log

View Event Log

Under User Administration, the first option listed is “View Event Log”, by clicking this following screen should be displayed:

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name: User ID: Department: Event:

Period: Date From: / Date To: (yyyy/mm/dd)

Event 1-7 of 7 << Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	6	User Admin	General	2005/10/10	17:04:21	OUT	ACTatek	manually added by 6 Delete
2	6	User Admin	General	2005/10/10	08:03:55	IN	ACTatek	manually added by 6 Delete
3	6	User Admin	General	2005/10/05	07:54:33	IN	ACTatek	manually added by 6 Delete
4	5	Test Test	General	2005/09/10	17:03:14	OUT	ACTatek	manually added by 6 Delete
5	5	Test Test	General	2005/09/10	08:00:38	IN	ACTatek	manually added by 6 Delete
6	01	--	General	2005/08/29	00:31:58	IN	ACTatek	
7	01	--	General	2005/08/29	00:31:55	IN	ACTatek	

Event 1-7 of 7 << Prev 1 Next >>

Delete Event Log

Delete ALL Event Log Except :

- none
- this week
- these 2 weeks
- this Month
- these 2 Months

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There are 6 different searching options available to view the Event Log which include “User Name”, “User ID”, “Department”, “Event”, “Period” or specify the “Dates To & From”.

The information that can be viewed is “User ID” followed by “Name”, “Department”, “Date”, “Time”, “Event”, “Terminal” and “Remark”.

To sort the list, click on the column header, for instance, to sort by Event, click on the column header “Event”, which is in blue, and the list will be sorted in alphabetical order. By default, the displayed list is sorted by Date/Time.

Deleting Event Logs

To delete event logs, click on the drop-down menu at the bottom of the page, and you have an option to delete ALL logs except “none”, “this week”, “these 2 weeks”, “this Month”, or “these 2 months” records. Click on Submit to delete the log. Once deleted, the logs are not retrievable via the ACTatek unless you have a backup copy of it on your PC.

59. SUPER ADMINISTRATION – View Event Log

By User Name:

To view the Event Log by “User Name”, enter the first few characters of the user and click “Search”, the result will be displayed as follows:

ACTAtek The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User NameUser IDDepartmentEvent

PeriodDate From / Date ToSearch

Event 1-3 of 3<< Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	6	User Admin	General	2005/10/10	17:04:21	OUT	ACTAtek	manually added by 6 Delete
2	6	User Admin	General	2005/10/10	08:03:55	IN	ACTAtek	manually added by 6 Delete
3	6	User Admin	General	2005/10/05	07:54:33	IN	ACTAtek	manually added by 6 Delete

Event 1-3 of 3<< Prev 1 Next >>

Delete Event Log

Delete ALL Event Log Except :

Copyright © 2001-2005 by Hectrix Ltd.

59. SUPER ADMINISTRATION – View Event Log

By User ID:

To view the Event Log by “User ID”, enter the first few characters of the ID being searched and click “Search”, the result will be displayed as follows:

ACTatek

The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name

User ID

Department

Event

6

Period

Date From / Date To

/

(yyyy/mm/dd)

Search

Event 1-3 of 3

<< Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	6	User Admin	General	2005/10/10	17:04:21	OUT	ACTatek	manually added by 6 Delete
2	6	User Admin	General	2005/10/10	08:03:55	IN	ACTatek	manually added by 6 Delete
3	6	User Admin	General	2005/10/05	07:54:33	IN	ACTatek	manually added by 6 Delete

Event 1-3 of 3

<< Prev 1 Next >>

Delete Event Log

Delete ALL Event Log Except :

none

[Submit](#)

Copyright © 2001-2005 by Hectrix Ltd.

59. SUPER ADMINISTRATION – View Event Log

By Department:

To view the Event Log by “Department”, select the department from the drop down menu, and click “Search”, the result will be displayed as follows:

ACTAtek The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name

User ID

Department

Event

Period

Date From / Date To

General

Admin

Engineer

H.R.

Marketing

Production

Sales

Search

Event 1-7 of 7

<< Prev 1 Next >>

	User ID	Name	Departme		Time	Event	Terminal	Remark
1	6	User Admin	General	2005/10/10	17:04:21	OUT	ACTAtek	manually added by 6 Delete
2	6	User Admin	General	2005/10/10	08:03:55	IN	ACTAtek	manually added by 6 Delete
3	6	User Admin	General	2005/10/05	07:54:33	IN	ACTAtek	manually added by 6 Delete
4	5	Test Test	General	2005/09/10	17:03:14	OUT	ACTAtek	manually added by 6 Delete
5	5	Test Test	General	2005/09/10	08:00:38	IN	ACTAtek	manually added by 6 Delete
6	01	--	General	2005/08/29	00:31:58	IN	ACTAtek	
7	01	--	General	2005/08/29	00:31:55	IN	ACTAtek	

Event 1-7 of 7

<< Prev 1 Next >>

Delete Event Log

Delete ALL Event Log Except : [Submit](#)

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59. SUPER ADMINISTRATION – View Event Log

By Event:

To view the Event Log by Event, select the Event from the drop down menu under “Event”, and click “Search”, the result will be displayed as follows:

ACTAttek The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name

User ID

Department

Event

Period

Date From / Date To

Event 1-5 of 5

	User ID	Name	Department	Date		Event	Terminal	Remark
1	6	User Admin	General	2005/10		IN	ACTAt tek	manually added by 6 Delete
2	6	User Admin	General	2005/10		IN	ACTAt tek	manually added by 6 Delete
3	5	Test Test	General	2005/09		IN	ACTAt tek	manually added by 6 Delete
4	01	--	General	2005/08		IN	ACTAt tek	
5	01	--	General	2005/08		IN	ACTAt tek	

Event 1-5 of 5

Delete Event Log

Delete ALL Event Log Except : [Submit](#)

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59. SUPER ADMINISTRATION – View Event Log

By Period:

To view the Event Log by Period, select the Period from the drop down menu under “Event”, and click “Search”, the result will be displayed as follows:

ACTatek

The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name

User ID

Department

Event

Period

Date From / Date To

Today

Yesterday

This Week

Last Week

Last 2 Weeks

This Month

Last Month

(yyyy/mm/dd)

Search

Name	Department	Date	Time	Event	Terminal	Remark
Test Test	General	2005/09/10	17:03:14	OUT	ACTatek	manually added by 6 Delete
Test Test	General	2005/09/10	08:00:38	IN	ACTatek	manually added by 6 Delete
3	--	2005/08/29	00:31:58	IN	ACTatek	
4	--	2005/08/29	00:31:55	IN	ACTatek	

Event 1-4 of 4

Delete Event Log

Delete ALL Event Log Except :

none

[Submit](#)

Copyright © 2001-2005 by Hectrix Ltd.

If you search by Period, the Date search text boxes will be blocked.

59. SUPER ADMINISTRATION – View Event Log

By Date:

To view the Event Log by Date specified, select input the "Date From" & "Date To" in the relevant text boxes, and click "Search", the result will be displayed as follows:

ACTatek

The worldwide leader in Web based technologies.

HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Event Log

User Name

User ID

Department

Event

Period

Date From / Date To

2005/08/01

2005/10/01

(yyyy/mm/dd)

Search

Event 1-4 of 4

<< Prev 1 Next >>

	User ID	Name	Department	Date	Time	Event	Terminal	Remark
1	5	Test Test	General	2005/09/10	17:03:14	OUT	ACTatek	manually added by 6 Delete
2	5	Test Test	General	2005/09/10	08:00:38	IN	ACTatek	manually added by 6 Delete
3	01	--	General	2005/08/29	00:31:58	IN	ACTatek	
4	01	--	General	2005/08/29	00:31:55	IN	ACTatek	

Event 1-4 of 4

<< Prev 1 Next >>

Delete Event Log

Delete ALL Event Log Except :

none

Submit

Copyright © 2001-2005 by Hectrix Ltd.

If you search by Period, the Date search text boxes will be blocked.

60. SUPER ADMINISTRATION – Add Event Log

Adding An Event Log

There are many times when a user forgets to clock in or clock out from their terminal. This option is especially introduced for Administrators to make the export of the data more accurate so that it can be easily handled by any payroll system without much hassle.

Only User Administrators and Super Administrators have the power to add/modify an event log, which could cause changes to the report and must be treated carefully. The following shows you how to add an event log into the system.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar displaying "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The left sidebar contains a navigation menu with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. Under "User Administration", "Add Event Log" is selected. The main content area is titled "Add Event Log" and contains the "Event Log Details" form. The form fields are: User ID (text input with value "07"), Date and Time (date and time pickers showing "2005", "2", "7" and "11", "13", "4"), Event (dropdown menu with "IN" selected), and Terminal (dropdown menu with "ACTatek" selected). There are "Add" and "Reset" buttons at the bottom of the form.

Select "Add Event Log" under User Administration from the left of your screen, and the above screen should be displayed.

Enter the Employee ID for whom the event is being added, and enter the Date & Time in yyyy/mm/dd & hh:mm:ss formats. Select the Event & Terminal being added from the drop down menu.

Click "Add" to append the event to your unit or "Reset" to cancel any changes made. Once Add is successfully completed, the confirmation message "Add Event Log Successful" should appear in red.

61. SUPER ADMINISTRATION – User Admin

View User List

To view the users already enrolled in the system, either by fingerprint or smart card or PIN, click on "View User List" under User Administration from the left column.

The screenshot shows the ACTatek Hectrix Ltd. web application interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla Firefox". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The left sidebar contains a navigation menu with the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "User List". It features search filters for Last Name, First Name, User ID, and Department, along with a "Search" button. Below the filters, there is a legend for SMC Type: M:Mifare Card, C:Contact Card, L:Legic Card, B:Barcode, H:HID Card. The user list table shows 5 users (User 1-5 of 5) with the following data:

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
1	789	--	Thu	--	•	•	•	•	•	--
2	09	Administrator	User	--	•	•	•	•	•	--
3	456	--	--	--	•	•	•	•	•	IN
4	07	Do	Thu	--	•	•	•	•	•	OUT
5	A999	--	--	--	•	•	•	•	•	--

Below the table, there are "Select All" and "Deselect All" buttons. At the bottom, there are "Deactivate", "Activate", and "Delete" buttons.

There are 4 different searching options available to view the User List which include "Last Name", "First Name", "User ID", or "Department".

The information that can be viewed is "User ID" followed by Last Name, First Name, Other Name, Active, FP, SMC, PSW, A/M and IN/OUT.

Description of Information displayed:

Feature	Description
i. Active	The Status of the User, Green –Active , Red - Inactive
ii. FP	Whether Fingerprint is an available authentication option.
iii. SMC	Whether Smart Card is an available authentication option.
iv. PSW	Whether Password / PIN is an available authentication option.
v. A/M	Whether Auto-match is an available authentication option.
vi. In/Out	Whether the user is currently In or Out of Premises.

61. SUPER ADMINISTRATION – View User List

By Last Name:

To view the User List by “Last Name”, enter the first few characters of the user’s last name, and click “Search”, the result will be displayed as follows:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar displaying "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the tagline "The worldwide leader in Web based technologies." on the left, and the HECTRIX LTD. logo on the right.

The main content area is titled "User List" and features a search interface with fields for "Last Name", "First Name", "User ID", and "Department", along with a "Search" button. Below the search fields, there is a note: "*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card".

The user list is displayed as a table with the following columns: **User ID**, **Last Name**, **First Name**, **Other Name**, **Active**, **FP**, ***SMC**, **PSW**, **A/M**, and **IN/OUT**. The table shows one user with ID 09, Last Name Administrator, and First Name User. The user is active and has a fingerprint (FP) recorded. The SMC type is Mifare Card (M), and the password (PSW) is masked with dots. The user is currently in the "IN" state.

Navigation links include "<< Prev", "1", and "Next >>". Below the table, there are buttons for "Deactivate", "Activate", and "Delete".

The left sidebar contains a menu with the following categories and items:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

61. SUPER ADMINISTRATION – View User List

By First Name:

To view the User List by “First Name”, enter the first few characters of the user’s first name, and click “Search”, the result will be displayed as follows:

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

User List

Last Name First Name User ID Department

Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1

<< Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
1	09	Administrator	User	--	•	•	•	•	•	--

Select All | Deselect All

User 1 of 1

<< Prev 1 Next >>

Deactivate Activate Delete

61. SUPER ADMINISTRATION – View User List

By User ID:

To view the User List by “User ID”, enter the first few characters of the user’s ID, and click “Search”, the result will be displayed as follows:

The screenshot displays the ACTatek Hectrix Ltd. web application interface in a Mozilla Firefox browser window. The address bar shows the URL `http://192.168.1.99/admin.html`. The page features a sidebar menu on the left with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The main content area is titled "User List" and includes search filters for Last Name, First Name, User ID (containing "09"), and Department. Below the filters, a table lists user details for "User 1 of 1".

User List

Last Name First Name User ID Department Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
1	09	Administrator	User	--	•	•	•	•	•	--

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

61. SUPER ADMINISTRATION – View User List

By Department:

To view the User List by “Department”, select the relevant Department from the drop down menu, and click “Search”, the result will be displayed as follows:

The screenshot displays the ACTatek Hectrix Ltd. web application interface in a Mozilla Firefox browser. The address bar shows the URL `http://192.168.1.99/admin.html`. The page features a sidebar menu on the left with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The main content area is titled "User List" and includes search filters for Last Name, First Name, User ID, and Department (set to "General"). Below the filters, a table lists user information. The first user shown is "Administrator" with User ID "09". The table has columns for User ID, Last Name, First Name, Other Name, Active status, FP, *SMC, PSW, A/M, and IN/OUT. Navigation links like "Select All" and "Deselect All" are present. The bottom of the table shows "User 1 of 1" and pagination controls.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

User List

Last Name First Name User ID Department
[] [] [] General Search

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode H:HID Card

User 1 of 1 << Prev 1 Next >>

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	09	Administrator	User	--	•	•	•	•	•	--

Select All | Deselect All

User 1 of 1 << Prev 1 Next >>

Deactivate Activate Delete

62. SUPER ADMINISTRATION – View User List

To Sort through the list or Manage Users

To sort:

To sort the list, click on the column header, for instance, to sort by Last Name, click on the column header "Last Name", which is in blue, and the list will be sorted in alphabetical order. By default, the displayed list is sorted by ID.

To Delete/Deactivate/Activate Users:

To delete users from the system, you can select the checkboxes on the left of the ID under User List. If all the users need to be deactivated/deleted/activated, click the "Select All" to check ALL boxes. To cancel the selection, click on "Deselect All". Once selected, click the respective buttons at the bottom of the page, as shown below.

The screenshot shows the ACTatek Hectrix Ltd. web application interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla Firefox". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The left sidebar contains a navigation menu with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The main content area is titled "User List". It features a search bar with fields for Last Name, First Name, User ID, and Department, and a "Search" button. Below the search bar, there is a legend for SMC Type: M:Mifare Card, C:Contact Card, L:Legic Card, B:Barcode, H:HID Card. The user list table displays 5 users, with columns for checkboxes, User ID, Last Name, First Name, Other Name, Active, FP, *SMC, PSW, A/M, and IN/OUT. The table shows users with IDs 1, 2, 3, 4, and 5. User 2 is an Administrator, and User 4 is named "Do". Below the table, there are "Select All" and "Deselect All" buttons, and a "User 1-5 of 5" indicator. At the bottom of the table, there are "Deactivate", "Activate", and "Delete" buttons.

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	IN/OUT
☐	1	789	--	Thu	--	•	•	•	•	--
☐	2	99	Administrator	User	--	•	•	•	•	--
☐	3	456	--	--	--	•	•	•	•	IN
☐	4	07	Do	Thu	--	•	•	•	•	OUT
☐	5	A999	--	--	--	•	•	•	•	--

Once deleted, the user will no longer be in the system and all their relevant information will be removed from the system, so make sure you really want to delete them before carrying out the process. Deactivation can take place if users or employees are no longer required to use the system for a period of time to prevent unauthorized access to the premises. Once you deactivate a user, the dot in the column "Active" will appear grey. To activate them again, check the box next to their ID and click "Activate". This is a lot more flexible than deleting a user, since it will keep the user in the system but just restrict access for the specified time.

63. SUPER ADMINISTRATION – Add User

To Add New Users

There are 2 ways of adding users to the system; you can either add them directly at the web interface, or from the unit. We have already discussed how to add a user from the unit (in Section 11 on P. 23), now let us look at how to add a user directly from the web interface.

To Add A New User:

Click on “Add New User” from the left column under “User Administration”, the following page will be displayed:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar showing "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and "HECTRIX LTD.". The left sidebar contains a navigation menu with the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User**
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "Add New User" and contains the following form fields:

- User Details**
 - User ID:
 - Last Name:
 - First Name:
 - Other Name:
 - Admin Level:
 - Enter Password:
- Access Group**
 - ☒ General/General Staff
 - ☐ General/Manager
 - ☐ Admin/General Staff
 - ☐ Admin/Manager
 - ☐ Engineer/General Staff
 - ☐ Engineer/Manager
 - ☐ H.R./General Staff
 - ☐ H.R./Manager
 - ☐ Marketing/General Staff
 - ☐ Marketing/Manager
 - ☐ Production/General Staff
 - ☐ Production/Manager
 - ☐ Sales/General Staff
 - ☐ Sales/Manager
 - ☐ General/Test

A note below the password field states: "Note: Please leave it blank if you don't want to change/add the password."

Enter the User ID, Last Name, First Name, Other Name, Admin Level and enter the password in the following field. Check the relevant boxes for the relevant Access Group, this will limit or give them access at different times or doors, depending on the configuration made.

Select the Department for which the user works, and what level should the fingerprint security be, it ranges from Low – Normal – High – Highest and depends upon the security you wish to work with. This option allows the system to either select the minimum number of matching points or the

63. SUPER ADMINISTRATION – Add User

To Add A New User:

maximum number, for high security rooms or locks, you must select “Highest”, while if used for office time attendance tracking, selecting Low will work fine.

Select the status of the user, whether they can use Auto Match or Password, and click “Add” to add the new user.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar showing "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo.

The main content area is divided into a left sidebar menu and a main form area. The sidebar menu includes sections for Terminal, User Administration, Access Control, Terminal Settings, and Tools. The main form area is titled "Add New User" and contains the following fields and options:

- Enter Password:** A text input field with a "Note: Please leave it blank if you don't want to change/add the password." below it.
- Access Group:** A list of checkboxes for selecting an access group, including General/General Staff, General/Manager, Admin/General Staff, Admin/Manager, Engineer/General Staff, Engineer/Manager, H.R./General Staff, H.R./Manager, Marketing/General Staff, Marketing/Manager, Production/General Staff, Production/Manager, Sales/General Staff, Sales/Manager, and General/Test.
- Department:** A list of checkboxes for selecting a department, including General, Admin, Engineer, H.R., Marketing, Production, and Sales.
- Fingerprint Security Level (for ID Match):** A dropdown menu currently set to "Low".
- Status:** A section with checkboxes for "Active", "Auto Match", and "Password".
- Buttons:** "Add" and "Clear" buttons at the bottom.

64. SUPER ADMINISTRATION – Departments

Departments

This option under User Administration can be used to Add new departments, modify existing departments or delete them.

To Add a New Department:

Click on “Departments” under User Administration from the left column. Enter the Department Name, and description and click “Add” to append the department to the existing list.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar showing "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo. The left sidebar contains a menu with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The "Departments" option is highlighted under User Administration. The main content area is titled "Departments" and contains a section for "Add New Department" with input fields for "Department Name" and "Description", and an "Add" button. Below this is a "Department List" section showing a table of 7 departments. The table has columns for "Department ID", "Department Name", and "Department Description". The departments listed are: 1. General, 2. Admin, 3. Engineer, 4. H.R., 5. Marketing, 6. Production, and 7. Sales. Each row has a checkbox for selection. At the bottom of the list are links for "Select All" and "Deselect All".

Department ID	Department Name	Department Description
1	General	General
2	Admin	Administrator
3	Engineer	Engineering
4	H.R.	Human Resources
5	Marketing	Marketing
6	Production	Production
7	Sales	Sales

To Modify Existing Departments:

Click on the Department ID, which will fill in the blanks above and make any changes, after which, clicking “Modify” would confirm the modification, or “Reset” to abort the modification.

To Delete Existing Departments:

Select the check boxes of the Departments to be deleted, once selected, click “Delete” to remove them from the list of Departments, or “Clear” to abort the deletion. **Please note deleting a Department will cause its underlying Access Groups to be deleted too.**

65. SUPER ADMINISTRATION – User Messages

User Messages

This option can be used to send personalized messages to individual users, who will be able to view them once they are authenticated at the ACTatek™ unit.

To Add a New Message:

Click on “User Messages” under User Administration on the left column, the following screen should be displayed.

Enter the User ID of the user this message is for, and enter the message in the User Message text box. Click “Add” to send the message to the user or “Reset” to abort the message. Please ensure that the message does not contain more than 21 characters per line, a maximum of 3 lines are accepted per message.

Optionally, the message can either be displayed on the LCD screen of the ACTatek or sent directly to their E-mail address, or both.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages**

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

User Messages

Add New Message
[Accept 3 lines of texts: 21 Latin characters or 10 CJK characters per line with line-wrapping]

User ID:

User Message:

☒ Show On LCD Screen ☐ Sent to Email

Message List

☐	No	ID	Name	User Message	LCD	Email
Select All Deselect All						
Delete						
☐ Delete the message after display once						
Confirm						

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To Delete an existing User Message:

Check the box of the relevant message, and if all need to be checked, click “Select All”, and hit “Delete”. If the delete does not need to be made, click “Deselect All” to uncheck all boxes.

66. SUPER ADMINISTRATION – Access Control

Access Groups

An Access Group allows for users to be given standard access for the workplace. Different departments may have different access rights and some corporations have employers who are on shift duties, and may need different access levels for each shift, depending upon their time of entry and exit from the workplace. To fasten the procedure of giving access rights, it can now be done for groups, instead of individuals to simplify the process and give it more transparency. This option can only be configured by the User Administrator or the Super Administrator.

To View/Delete Existing Access Groups:

Click on “Access Groups” under “Access Control” from the left column, which will display the following page:

The screenshot shows the ACTatek Hectrix Ltd. web application interface. The left sidebar contains navigation menus for Terminal, User Administration, Access Control, Terminal Settings, and Tools. The main content area displays the "Access Group List" for 1-15 of 15 groups. The table lists the following data:

		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager
☐	15	General	Test

Below the table, there are links for "Select All" and "Deselect All", and a "Delete" button. At the bottom, there is an "Add Access Group" section with a "Department" dropdown menu set to "General".

You can search the access groups by Department, and click “Search”.

To Delete the Access Group(s), check the relevant box and click “Delete”, or use the “Select All” option to select ALL the access groups; or use the “Deselect All” option to clear the selection.

67. SUPER ADMINISTRATION – Access Control

To Add a New Access Group

To add a new Access Group(s), select “Access Groups” under “Access Control” option, which will bring you to the following page.

The screenshot displays the ACTatek Hectrix Ltd. administration interface in a Mozilla Firefox browser window. The address bar shows the URL `http://192.168.1.99/admin.html`. The interface features a sidebar menu on the left with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The 'Access Control' section is expanded, showing 'Access Groups' as the selected option. The main content area is titled 'Access Group List' and displays a table of 15 access groups. Each row includes a checkbox, a number, a department, and an access group name. Below the table, there are links for 'Select All' and 'Deselect All', a 'Delete' button, and a section for 'Add Access Group' with a department dropdown menu, an 'Access Group Name' input field, and an 'Add' button.

		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager
☐	15	General	Test

[Select All](#) | [Deselect All](#)

Access Group 1-15 of 15 [<< Prev](#) [1](#) [Next >>](#)

[Delete](#)

Add Access Group

Department: General

Access Group Name:

[Add](#)

Under “Add Access Group”, select the relevant Department from the drop down menu and input the name of the access group being added, and click “Add”.

67. SUPER ADMINISTRATION – Access Control

To Add a New Access Right

Select which terminal this access right is for and whether Quick Access (Smart Card Access) is enabled or disabled for it. Click on "Set Terminal" for the next page, as displayed in the following page.

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

Go

ACTatek The worldwide leader in Web based technologies. **HECTRIX LTD.**

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Access Groups

Add Access Right - Set Terminal
[Add Access Group Successful]

Access Group Testing / General

Terminal ACTatek

Quick Access Disable

Set Terminal

67. SUPER ADMINISTRATION – Access Control

To Add a New Access Right

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
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Access Control

- Access Groups
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Terminal Settings

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- Remote Door Open
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- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Access Groups

Add Access Right - Set Time
[Set Terminal Successful]

Access Group Testing / General

Terminal ACTatek

Quick Access Disable

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mon	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tue	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Wed	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Thu	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Fri	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Sat	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hol	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

• Enabled • Disabled

Day Everyday

From 00:00-00:29

To 23:30-23:59

Set Enable

Set Time

Submit & Create Another Access Right Submit Access Group

Click on the drop down menu for "Day", make the appropriate selection, for instance, "Weekdays (Mon-Fri)" if the same access right is available for all days of the week.

Then select the "From" and "To" time this access right is either enabled or disabled. (Disabled access means nobody is allowed access to the unit from the relevant access group. Each user is assigned an access group when they are added into the system.)

Once the timings are assigned, select whether the access is enabled / disabled in that period, and select "Set Time" to confirm.

By default all access is disabled.

You can now either add another time setting for the same access right by select "Set Time" or create another Access right by selecting "Submit & Create another Access Right" and repeat the steps stated in the previous 2 pages, or confirm this access group by clicking "Submit Access Group".

68. SUPER ADMINISTRATION – Access Control

To Delete/ Modify Existing Access Groups

To delete any access group, check the relevant box, and click "Delete". If all access groups are to be removed, click "Select All" and all access groups check boxes will be automatically selected, then click Delete to remove them from the system, or click "Deselect All" to undo the selection.

To Modify the Access Group(s), click on "Access Groups" under Access Control from the left column, and once the list of access groups appears, select the one the modification applies to by clicking on the relevant Access Right ID.

The screenshot displays the ACTatek Hectrix Ltd. web application interface in a Mozilla Firefox browser window. The address bar shows the URL <http://192.168.1.99/admin.html>. The page header includes the ACTatek logo and the tagline "The worldwide leader in Web based technologies." on the left, and the HECTRIX LTD. logo on the right.

The left sidebar contains a navigation menu with the following categories and items:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups** (highlighted)
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "Access Groups" and features a "Department" dropdown menu and a "Search" button. Below this is the "Access Group List" section, which displays a table of 16 access groups. The table has columns for a selection checkbox, an ID, a Department, and an Access Group name. Navigation links "<< Prev 1 Next >>" are present above and below the table.

		Department	Access Group
☐	1	General	General Staff
☐	2	General	Manager
☐	3	Admin	General Staff
☐	4	Admin	Manager
☐	5	Engineer	General Staff
☐	6	Engineer	Manager
☐	7	H.R.	General Staff
☐	8	H.R.	Manager
☐	9	Marketing	General Staff
☐	10	Marketing	Manager
☐	11	Production	General Staff
☐	12	Production	Manager
☐	13	Sales	General Staff
☐	14	Sales	Manager
☐	15	General	Test
☐	16	General	Testing

Below the table, there are links for "Select All" and "Deselect All". At the bottom of the list, there is a "Delete" button.

68. SUPER ADMINISTRATION – Access Control

To Modify Existing Access Groups

By clicking the relevant Access Group ID, information that is to be modified can be displayed, which includes:

- iii. Access Group Name - The name of the access group.
- iv. Department - The department assignment of this group.

Clicking on “Modify” will confirm those changes.

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
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- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
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Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Access Groups

Modify Access Group

Access Group Name: General Staff

Department: General

Identify

☐	Access Right ID	Terminal Name	QuickAccess
☐	0	ACTatek	Enable

Select All | Deselect All

Delete Access Right | Add Access Right

On this page, the Access Right ID's and description can be deleted or new access rights can be added into the access group.

To delete an existing access right, check the relevant box, and click “Delete Access Right”.

To add a new access right, click on “Add Access Right”, and follow the steps described in section 65 on P. 133.

68. SUPER ADMINISTRATION – Access Control

To Modify Existing Access Groups

To modify the access rights of any access group, click on the access right ID of the relevant access group. The information that can be modified includes:

- Terminal: - For which terminal is this access right.
- Quick Access: - Whether smart card option can be enabled.
- The Access Time - From what day to what time is their access or no access to the terminal.

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

ACTatek The worldwide leader in Web based technologies. HECTRIX LTD.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
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- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Access Groups

Modify Access Right

Access Group: General Staff / General

Terminal: ACTatek

Quick Access: Enable

Modify Access Right Details

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mon	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tue	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Wed	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Thu	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Fri	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Sat	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hol	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

• Enabled • Disabled

Day: Everyday

From: 00:00-00:29

To: 23:30-23:59

Set: Enable

Modify Access Right Time

To change the Terminal, select the drop down menu, and choose the terminal for which this access right should be enabled.

To enable access with Smart card (only possible if your unit is either a smart card only unit or a Fingerprint / Smart card unit), select the drop down menu and click Enable. (It is disabled by default.)

To confirm the changes, click on "Modify Access Right Details".

To make changes to the access right time, select the drop down menu for the days, and select the relevant days this access group should be enabled for. For weekdays, select "Weekdays(Mon-Fri)". Then go ahead and select the Time, from 00:00 to 24:00.

To enable access for users for this time period, select "Enable" from the drop down menu for "Set".

68. SUPER ADMINISTRATION – Access Control

To Modify Existing Access Groups

To disable access for users for this time period, select "Disable" from the drop down menu for "Set".

Click on "Modify Access Right Time" to make any changes to the time settings. Once your change is made, the grey will symbolize "disabled access", while the black will symbolize "enabled access". By default all access is disabled for security purposes.

The screenshot shows the ACTatek Hectrix Ltd. web-based administration interface. The browser window title is "ACTatek - Hectrix Ltd. - Mozilla Firefox". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo.

The left sidebar contains a navigation menu with the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "Access Groups" and "Modify Access Right". It includes the following settings:

- Access Group:** General Staff / General
- Terminal:** ACTatek
- Quick Access:** Enable
- Modify Access Right Details:** (button)

The access right details are displayed as a grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Hol) on the rows and hours (00 to 23) on the columns. The grid shows access status for each day and hour. The status is indicated by a dot: a black dot represents "enabled access" and a grey dot represents "disabled access".

Below the grid, there are additional settings:

- Enabled / Disabled:** (radio buttons)
- Day:** Everyday
- From:** 00:00-00:29
- To:** 23:30-23:59
- Set:** Enable
- Modify Access Right Time:** (button)

69. SUPER ADMINISTRATION – Access Control

To View or Modify Existing Trigger List

The “Triggers” option under Access Control shows you a number of different triggers preset into the system; this is for easy monitoring of attendance and other options. To view the list of triggers in the system, click on “Triggers” from the left column under Access Control.

To view or modify the details for the relevant trigger, click the “Trigger ID” on the left of the Trigger Name.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Triggers

Trigger List

Trigger	Trigger Name	Trigger	Trigger Name
IN	IN	F20	F20
OUT	OUT	F21	F21
F1	F1	F22	F22
F2	F2	F23	F23
F3	F3	F24	F24
F4	F4	F25	F25
F5	F5	F26	F26
F6	F6	F27	F27
F7	F7	F28	F28
F8	F8	F29	F29
F9	F9	F30	F30
F10	F10	F31	F31
F11	F11	F32	F32
F12	F12	F33	F33
F13	F13	F34	F34
F14	F14	F35	F35
F15	F15	F36	F36
F16	F16	F37	F37
F17	F17	F38	F38
F18	F18	F39	F39
F19	F19	F40	F40
		View Log	View Log

Reset All Trigger Schedule

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The Trigger status and description will be synchronized to all primary and secondary terminals. It may take a short while to synchronize all primary and secondary terminals status. A new secondary terminal joining a primary will initially copy the information from the primary unit's schedule. Users can then set each terminal's trigger schedule individually.

Setting a Trigger schedule will display the respective Trigger as the default Trigger on the bottom left corner of the ACTatek unit, and will save the punch with that Trigger name. It has no relation with Access Groups.

69. SUPER ADMINISTRATION – Access Control

To View or Modify Existing Trigger List

This will display the following page that shows the time settings for the trigger, grey dots stand for disabled, while the black dots stand for enabled.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar displaying "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo.

The left sidebar contains a navigation menu with the following sections:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
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- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area displays the "Trigger Details" section for a trigger named "OUT".

Trigger Details

Trigger: OUT

Trigger Name: OUT (Max. 8 characters)

Enable/Disable: ☒ Enable ☐ Disable

Modify

The trigger is configured for "Everyday" with a time range from "00:00-00:29" to "23:30-23:59". The "Set" dropdown is currently set to "Enable".

Below the configuration fields is a calendar grid showing the days of the week (Sun to Sat) and the months (00 to 23). The grid uses grey dots to indicate disabled days and black dots to indicate enabled days. The "Everyday" setting is reflected in the grid, showing black dots for all days of the week.

To modify the time settings & other information for the relevant trigger displayed,

The information to be modified includes:

- | | |
|--------------|---|
| Trigger Name | - Once modified, click "Modify" for confirmation. |
| Day | - The days for the setting to be adjusted. |
| From (Time) | - Select the onset of this trigger. |
| To (Time) | - Select the end of this trigger. |
| Set | - Set whether to enable or disable it. |

To confirm the change, click on "Set Time".

70. SUPER ADMINISTRATION – Access Control

Holidays Settings

The Holidays Settings option is for companies that have unique access rights or options for those days. Holiday setup can be done from "Access Rights Control" by clicking on "Holidays", which will show the following screen:

ACTatek - Hectrix Ltd. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://192.168.1.99/admin.html

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting**

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Terminal Clock
- External Devices

Tools

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Holidays

Company Holidays(yyyy/mm/dd)

Click: to remove date from holiday list

<<2004 Select Month: Feb, 2005 2006>>

2005 Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Click: to add date to holiday list

Date of Holiday(yyyy/mm/dd): Add

To add a new holiday, either click on the calendar to find the dates to add. Or type out the date in yyyy/mm/dd format and click "Add".

To remove holidays, click on the holidays already in the list and they will be automatically removed from the system.

71. SUPER ADMINISTRATION – Terminal Settings

Terminal Setup

To make any system configuration changes to the system, click on Terminal Setup under "Terminal Settings" from the left column. All system changes that are technically related will be available from this option for the network administrator.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Primary/Secondary Setup
- Terminal List
- Connection Profile
- Terminal Clock
- External Devices

Terminal

- Remote Door Open
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Capture Fingerprint
- Network Camera
- Reboot

Terminal Setup

Network Settings

Terminal ID

0

Serial Number

00111DA0001D

Terminal Description

ACTatek

IP Address

☐ DHCP

☒ Static IP Address: 192.168.1.99

Subnet Mask

255.255.255.0

Default Gateway

192.168.1.1

DNS Server

192.168.1.250

Fingerprint Related Setting

Security Level (for Automatch)

Normal

Miscellaneous

Auto IN/OUT

☐ Enable

☒ Disable

☐ Reject Repeated Event

Log Unauthorized Event

☐ Enable

☒ Disable

Relay Delay

8 (0-20)

Door Bell

☐ Enable

☒ Disable

Network Camera

IP Address:

Manufacturer: Axis Model: Axis 2100

WIEGAND Output

☐ 26-bit

☐ 40-bit

☒ Disable

Language

English

Webserver Port

80 (80 - 9999)

Allowed IP

☐ Disable

☒ Enable *

(e.g. 192.168.1.*)

SMTP Server

Emergency Password

* 2 Characters Long.

Administrator's Email Address

Submit

Reset

The options that can be changed include Network Settings, Fingerprint Matching Setting & Miscellaneous Setting:

Terminal Description

IP Address

Subnet Mask

Default Gateway

DNS Server

- The Description of the terminal
- The IP Address of the terminal (Dynamic or Static)
- If DHCP, it will be automatically inputted.
- The address for it to be connected over the internet.
- Used to map names to IP addresses and vice versa.

Security Level (for Automatch)

- The Fingerprint Security level for the system.

Auto IN/OUT

- This option automatically switches the users IN/OUT status without user intervention. Here you can also "Reject Repeated Event".

Log Unauthorized Event

- This option will record every denied access to the system.

Relay Delay

- This will keep the door open for the seconds specified.

Door Bell

- To enable the door bell option on the unit.

71. NETWORK ADMINISTRATION – Terminal

Terminal Setup

Network Camera

Weigand Output

Language

Webserver Port:

Allowed IP

SMTP Server

Emergency Password

Administrator's Email Address

- To enable external network camera.
- This option is to enable Weigand output from the unit.
- This option lets you select between various languages.
- The port at which you would communicate with ACTatek.
- This allows the specific IP Address to be enabled / disabled.
- For sending messages directly to e-mail, provide a valid SMTP Server address which does not require additional login ID/Password verification.
- Emergency passwords are for distress situations where employees can key in the specified password before their individual PIN to send an alert to the Email Address specified below.
- Specify an E-mail address where distress email should be sent to.

72. SUPER ADMINISTRATION – Terminal Settings

Primary / Secondary Setup

The Primary / Secondary option under “Terminal Settings” can be used to configure the Primary / Secondary configuration for a multi unit deployment of units.

To configure, first assign all the units in the network with a specific & unique IP address, once done, assign one unit as the Primary unit, and configure the rest of them as the secondary units.

To do so, click on 'Primary / Secondary Setup', which will show you the following page:

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox". The address bar shows "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo. The left sidebar contains a menu with the following categories and items:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
 - Access Groups
 - Triggers
 - Holidays Setting
- Terminal Settings**
 - Terminal Setup
 - Primary/Secondary Setup**
 - Terminal List
 - Terminal Clock
 - External Devices
- Tools**
 - Remote Door Open
 - Backup System Data
 - Restore System Data
 - Firmware Upgrade
 - Download Report
 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "Primary/Secondary Setup". It contains the following options:

- ☒ Primary Unit
- ☐ Secondary Unit
- Primary IP:
-

If the unit you are assigning is a secondary unit, then select the “Secondary Unit” radio button, and input the Primary unit IP Address in the text box.

Click 'Set' to confirm. Once you have completed this step, the primary and secondary configuration should be configured successfully.

73. SUPER ADMINISTRATION – Terminal Settings

Terminal List

The "Terminal List" option under "Terminal Settings" can be used to view the list of terminals, and their respective name, type, serial number and IP Address, as shown below.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Microsoft Internet Explorer". The address bar shows "http://192.168.1.99/admin.html". The page features a navigation menu on the left with categories: Terminal, User Administration, Access Control, Terminal Settings, and Tools. The "Terminal Settings" category is expanded, showing options like Terminal Setup, Primary/Secondary Setup, Terminal List, Terminal Clock, and External Devices. The main content area displays the "Terminal List" table, which contains one entry with the following details:

No.	Description	Type	Serial No.	IP Address	Camera	Door	Last Updated To Secondary
1	ACTatek	Primary	00111DA011E9	192.168.1.99	Camera	Unlock Door	--

Below the table is a "Server List" section, which is currently empty, displaying the message "No record found." and buttons for "Submit", "Delete", and "Add". The page footer indicates "Powered by Hectrix Ltd." and the browser status bar shows "Internet".

This will show all the units in connection with this unit, including all secondary and primary units connected through the network. Also, the Camera and Door can be viewed / unlocked from this page respectively. This link only allows for HTTP connection via Port 80.

74. NETWORK ADMINISTRATION – Terminal

Connection Profile

2. Enter the details in the Connection Profile Settings as shown below:

- Enter the details in Connection Profile Setting

Connection Name	Name of the Profile
Period	The time interval the unit takes to connect the remote server(in minutes)
Server IP	IP Address of the remote dial-up server (e.g. 192.168.9.184)
Connection Type	Select “PPP” for Modem
Phone Number	Phone number for the dial-up modem (Ensure phone line is physically connected to the PC)
ID	User ID for login to the remote server's login ID (e.g. user_a)
Password	Password for login to the remote server's login ID (e.g. 1234)

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
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- Capture Fingerprint
- Network Camera
- Reboot

Connection Profile

Existing Connection Profile

No.	Name	Type	Period	Server IP	Phone Number	ID
Delete						

Connection Profile Setting

Connection Name

Period

Server IP

Connection Type

Phone Number

ID

Password

Add

Clear

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75. SUPER ADMINISTRATION – Terminal

Terminal Clock

The “Terminal Clock” can be modified according to the region you are in. It is extremely useful to have a correct timing for all time attendance purposes or for reporting purposes since that’s the time the system will record for any access.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar displaying "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the tagline "The worldwide leader in Web based technologies." on the left, and the HECTRIX LTD. logo on the right. A left-hand navigation menu contains several categories: Terminal (Log Off, Terminal Status), User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), Terminal Settings (Terminal Setup, Primary/Secondary Setup, Terminal List, Terminal Clock, External Devices), and Tools (Remote Door Open, Backup System Data, Restore System Data, Firmware Upgrade, Download Report, Capture Fingerprint, Network Camera, Reboot). The main content area is titled "Terminal Clock" and contains the following configuration options: Date (2005/02/07) (yyyy/mm/dd), Time (11:47:02) (hh:mm:ss), New Date (2005/02/07) (yyyy/mm/dd), New Time (11:47:02) (hh:mm:ss), Auto Adjust (radio buttons for On and Off, with "On" selected), Time Zone (a dropdown menu currently showing "No Timezone"), and an "Enable SNTP" checkbox (which is unchecked). Below the SNTP checkbox is a "Server Name" input field and a "Set" button. A note states: "Note: You must set the time zone correctly in order to synchronize with an SNTP server."

If the SNTP (Time server) is enabled, then the ACTatek™ will follow the time of the local time server, either provided by the government or other authorities in the region.

If the SNTP is disabled, the ACTatek™ will either have to follow the time on the PC or a time can be set for the device according to the local time settings.

To enable the ACTatek™ to follow the time on the PC, select “On” for Auto Adjust. To disable this auto adjust, select “Off” and the time setting will be available for users to input the “New Date” and “New Time”.

Also, time can be set according to regional Time Zones as presented here.

Click “Set” to save any modifications made.

76. SUPER ADMINISTRATION – Tools

External Devices

To add any external devices, which include External Mifare Reader, or other smart card readers, the “External Devices” option can be used.

To do so, click on “External Devices” under Terminal Settings, and the following page should be displayed.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

Access Control

- Access Groups
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Terminal Settings

- Terminal Setup
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- Remote Door Open
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- Capture Fingerprint
- Network Camera
- Reboot

External Devices

Add New External Reader

Reader Type	Reader Address	Trigger	Ignore Quick Access	
Mifare		IN	☐	Add

External Reader List

☐	Reader Type	Reader Address	Trigger	Ignore Quick Access
Select All Deselect All				

Total 0 Readers

Delete Clear

External Relay List

Relay Address
1

Total 1 Relays

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To add an external reader, select the 'Reader Type', the reader's Address, the trigger type and click Add once all fields are completed.

Once added, the reader will appear in the 'External Reader List'. To make any modifications to the reader configuration, select the number, and the page will be displayed where changes can be made. To delete the reader, select the check box and click 'Delete'.

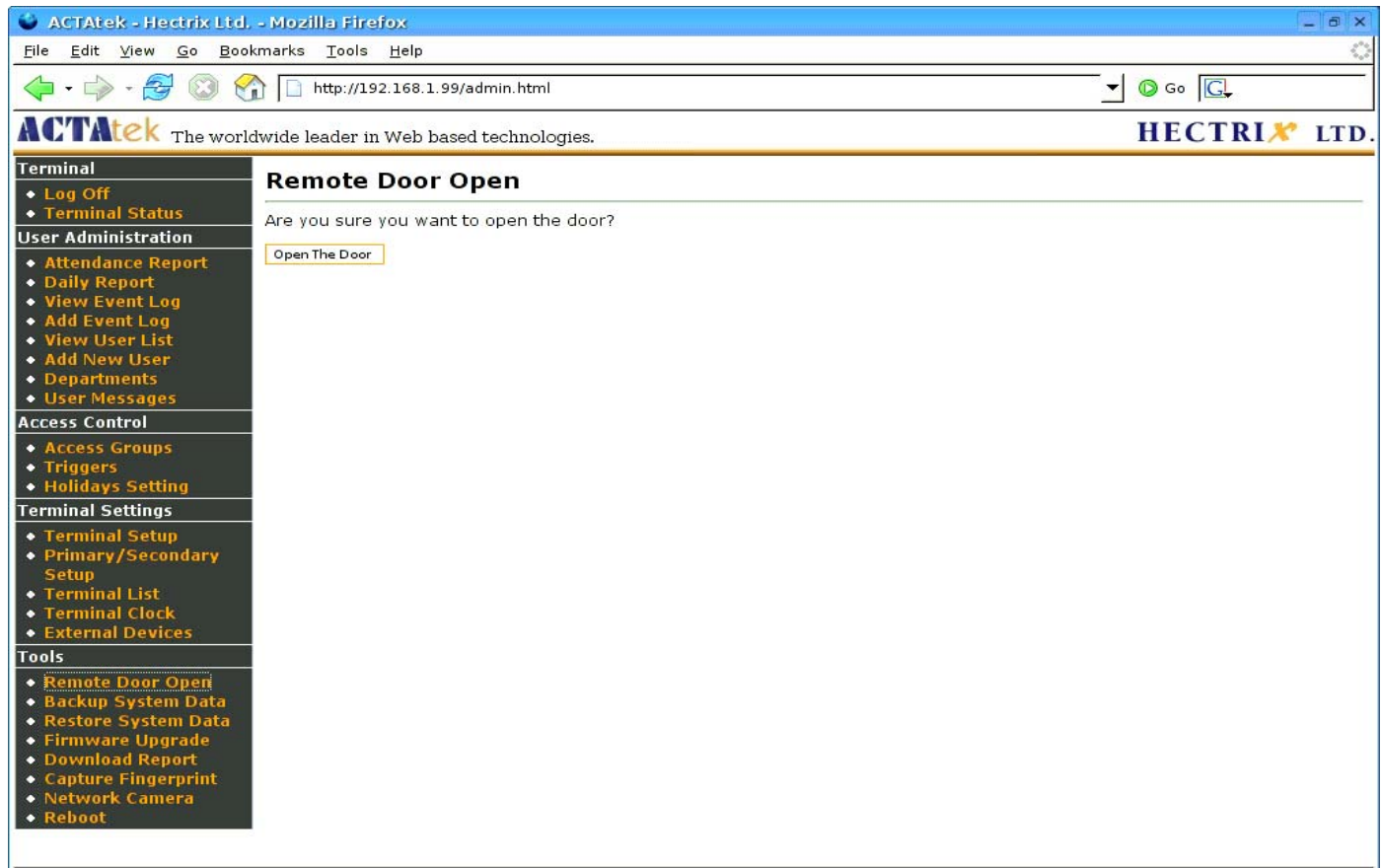
77. SUPER ADMINISTRATION – Tools

Remote Door Open

Most organizations or corporations or even small business have visitors coming in and out for meetings, or to drop parcels, etc. Those visitors are not enrolled in the system since they are not part of the company's payroll or should not have access to the office at odd hours.

For these reasons, the Remote Door Open feature comes in handy since visitors do not need to be enrolled in the unit to gain access, but the reception or someone near a computer can simply open the door using this feature, which enhances flexibility and convenience of the system.

To open the door remotely from any computer, click on "Remote Door Open" under Tools, which will display the following page:



Once selected, click "Open the Door" to open the door remotely. If successful, the message "The door is opened" will be displayed.

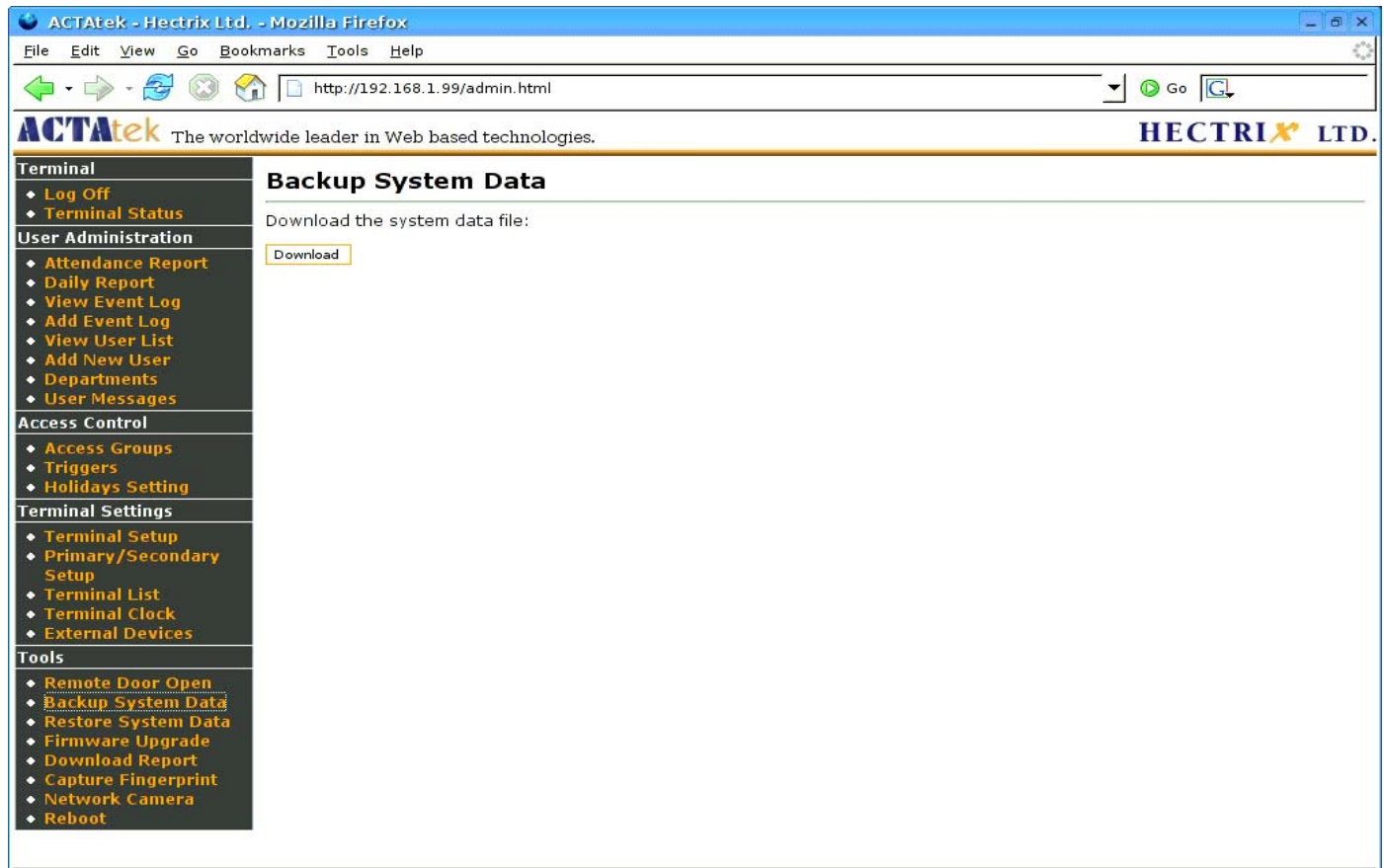
78. SUPER ADMINISTRATION – Tools

Backup System Data

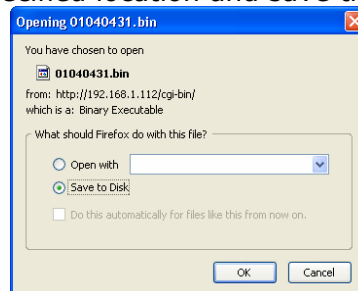
The system's configuration files can be saved, so as to share the configuration with different devices in the network. Or it could be helpful, just in case something goes wrong with the system, to rollback to a previous setting.

Backing up is an essential part of any computer parts or Internet Appliance; it can provide the added security and flexibility that is needed for these devices.

To backup the system configuration, click on "Backup System Data" under Tools from the left column of options.



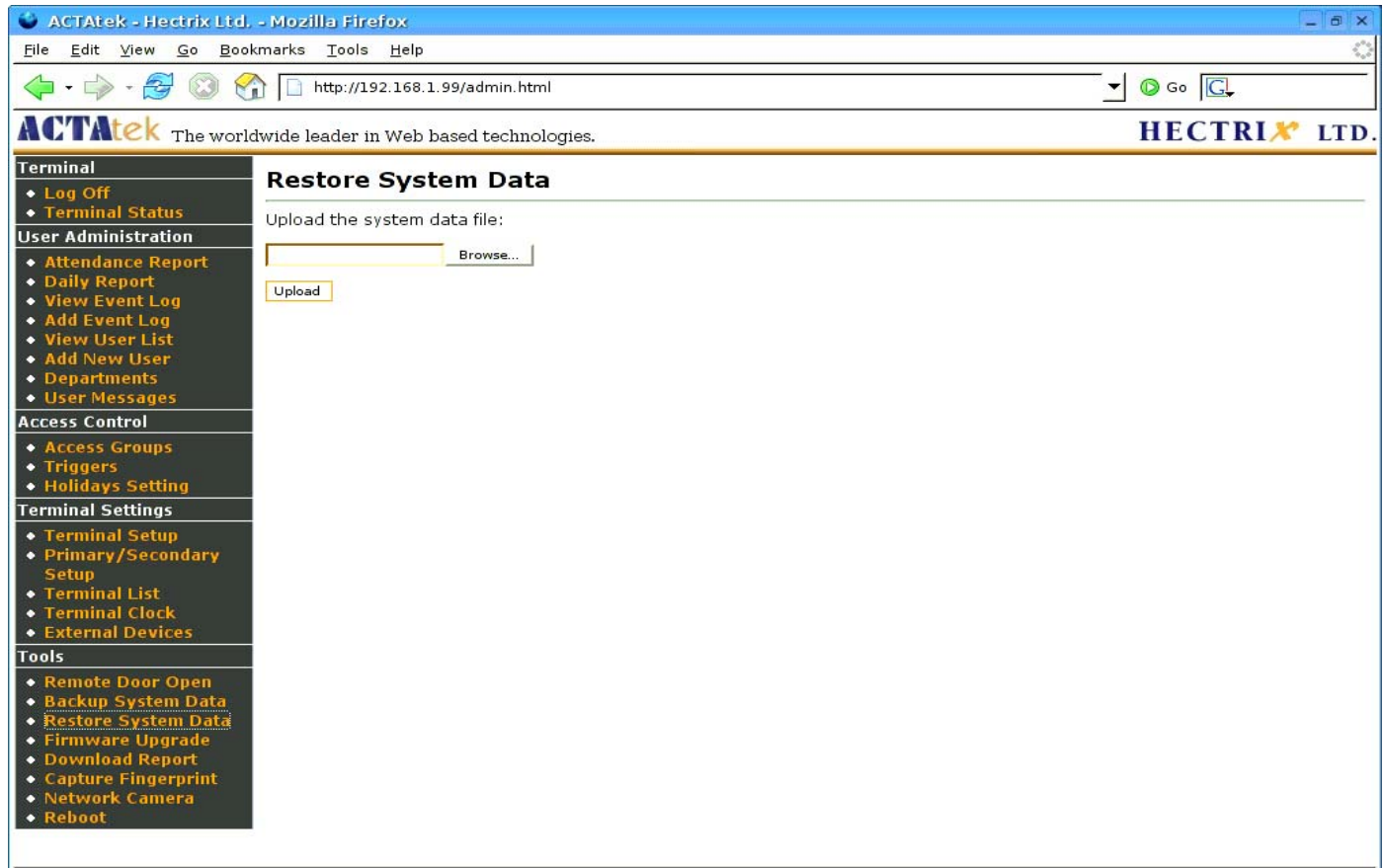
Once selected, click "Download" to download the data on to the PC. The system will then prompt to save the file in the PC, click on the specified location and save the file.



79. SUPER ADMINISTRATION – Tools

Restore System Data

Once backup is complete and the changes made to the system since the previous backup caused the system to work improperly or malfunction, you can always rollback to the previous setup by selecting the "Restore System Data" option under Tools in the left column.



Click "Browse" to locate the specified file, once located, click "Open".

Then click "Upload" to upload the file back into the system for the previous configuration to take place.

80. SUPER ADMINISTRATION – Tools

Firmware Upgrade

Firmware releases will be carried out on a regular basis, first with a monthly release, then quarterly and then an annual release.

Hectrix will continue to add new features to its unit and have a monthly firmware upgrade to include those features for our clients.

To upgrade your unit with the latest firmware, click on “Firmware Upgrade” from the left column under “Tools”.

The screenshot shows the Hectrix Ltd. web interface. The top header includes the ACTatek logo with the tagline 'The worldwide leader in Web based technologies.' and the HECTRIX LTD. logo. The left sidebar contains a 'Terminal' section with links: Log Off, Terminal Status, User Administration (Attendance Report, Daily Report, View Event Log, Add Event Log, View User List, Add New User, Departments, User Messages), Access Control (Access Groups, Triggers, Holidays Setting), Terminal Settings (Terminal Setup, Primary/Secondary Setup, Terminal List, Connection Profile, Terminal Clock, External Devices), and another Terminal section (Remote Door Open, Backup System Data, Restore System Data, Firmware Upgrade, Download Report, Capture Fingerprint, Network Camera, Reboot). The main content area is titled 'Firmware Upgrade' and displays 'Current Firmare Version' as 'actatek_1_28.3' and 'Upgrade Count' as '2'. It includes an 'Upload Firmware:' section with a file input field, a 'Browse...' button, and an 'Upload' button. A copyright notice 'Copyright © 2001-2005 by Hectrix Ltd.' is visible at the bottom right of the main content area.

Click “Browse” to locate the firmware (once downloaded to your machine from our website). Click “Open” once the file has been located, and “Upload” to upload it to your system. You will then be prompted to upgrade your system, this should take a couple of minutes. Once upgraded, please do reboot the unit to take effect the new firmware.

Also from this page, the current firmware version can be seen, and the upgrade count is also available to show you how many times the system has been upgraded, for your reference purposes. Once upload is clicked, the system will install the new firmware and your system will reboot automatically to let the new changes take effect.

81. SUPER ADMINISTRATION - Tools

Download Report

The Download Report option allows for easy download of attendance reports of employees in excel or text format.

Reports can be downloaded by various different options, as shown below.

The screenshot shows a web browser window titled "ACTatek - Hectrix Ltd. - Mozilla Firefox" with the address bar showing "http://192.168.1.99/admin.html". The page header includes the ACTatek logo and the text "The worldwide leader in Web based technologies." and the HECTRIX LTD. logo. The left sidebar contains a navigation menu with the following categories and items:

- Terminal**
 - Log Off
 - Terminal Status
- User Administration**
 - Attendance Report
 - Daily Report
 - View Event Log
 - Add Event Log
 - View User List
 - Add New User
 - Departments
 - User Messages
- Access Control**
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- Terminal Settings**
 - Terminal Setup
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 - Terminal List
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 - External Devices
- Tools**
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 - Capture Fingerprint
 - Network Camera
 - Reboot

The main content area is titled "Download Report" and contains the following text: "Fill in the form to filter the report, or leave it blank for a full report:". Below this text are the following form fields:

- User Name:
- User ID:
- Department:
- Trigger:
- Period:
- From / To: (yy/mm/dd) / (yy/mm/dd)
- Format: TXT
- Download:

Reports can either be downloaded by:

User Name
User ID
Department
Trigger
Period
From / To (Date yy/mm/dd)
Format – Excel or Text (Compulsory option)

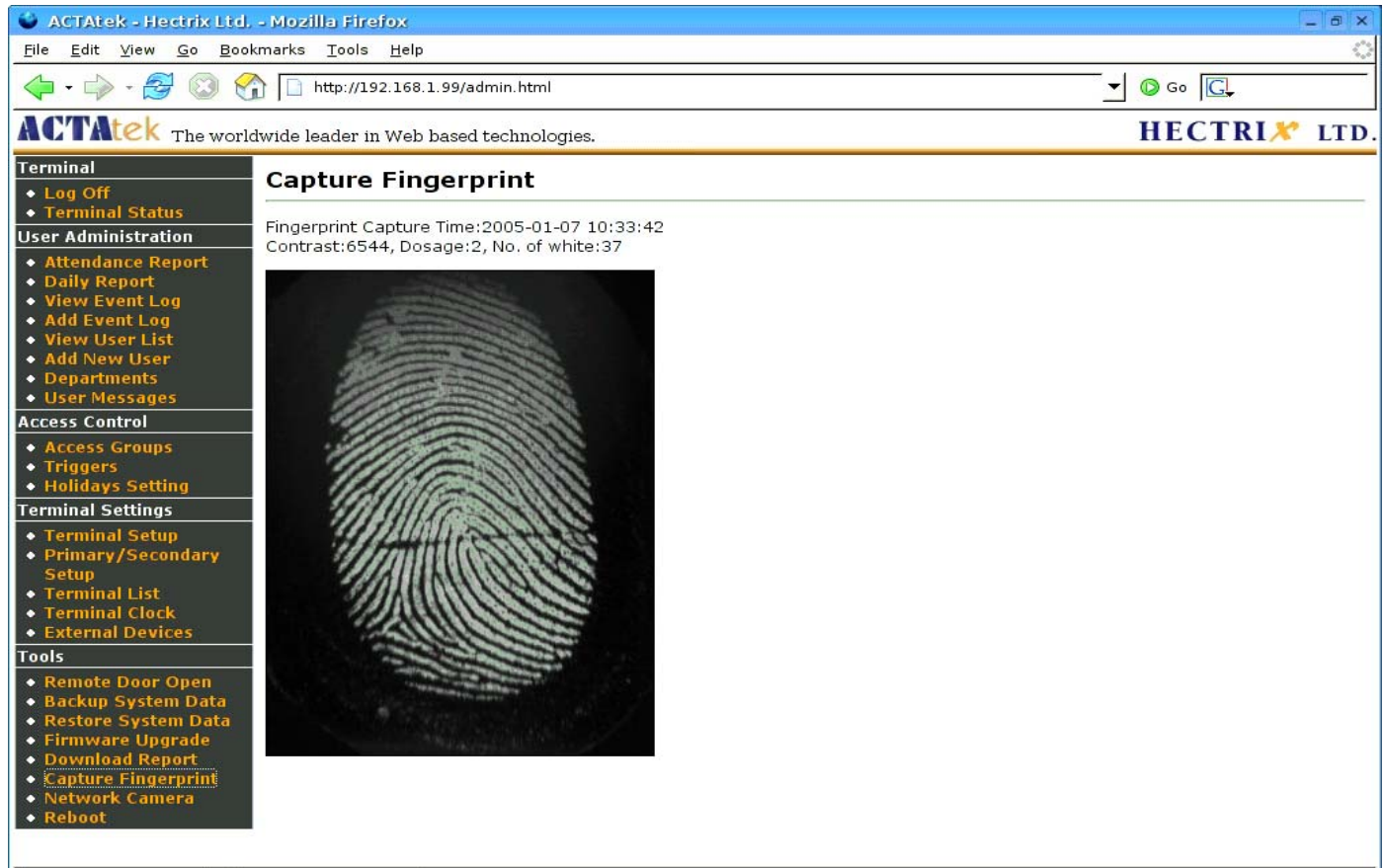
Click "Download" for the report to be downloaded to your system for payroll or other management purposes.

82. SUPER ADMINISTRATION – Tools

Capture Fingerprint

The ACTatek™ can capture fingerprint in real time and help in analysis of why certain fingerprints are being rejected by the unit or what is causing the rejection. This option helps the technicians better understand the fingerprint issues and what they can do to improve readings.

To capture a fingerprint, read Section 13 on P. 34, once the fingerprint is captured, it can be viewed via the web interface, as shown below.



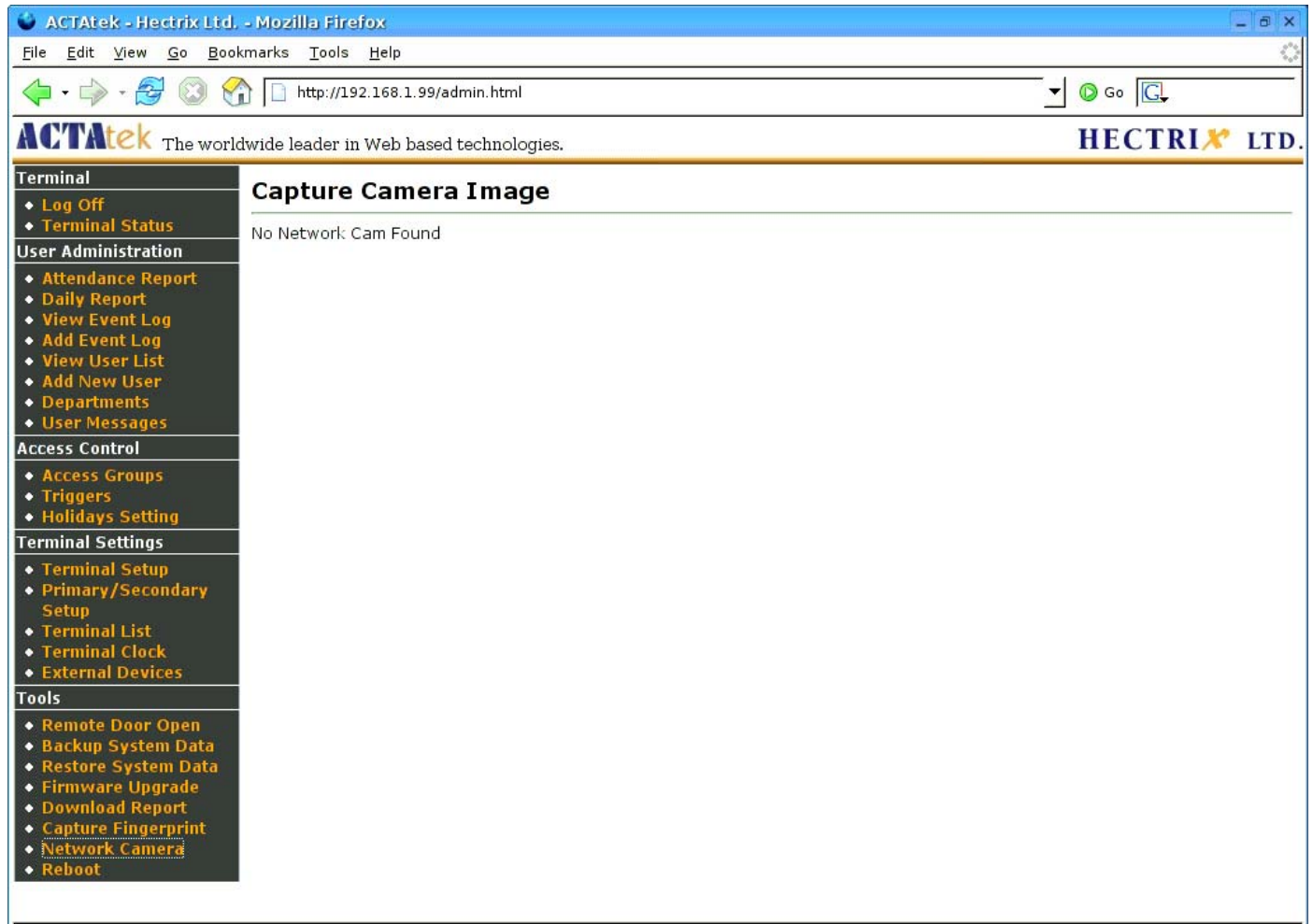
Click the "Capture Fingerprint" option under Tools from the left column, which will display the image above, to save the image, right click on it and click "Save Target As..", the system will then prompt to ask where to save the image and the name of the file. Click "Save" once completed.

These images should only be used for analysis purposes, and Hectrix is not liable for any mis-use of these images, please also note that all fingerprint data collected can only be used for scanner analysis and serve no other purposes.

83. SUPER ADMINISTRATION – Tools

Network Camera

The ACTatek™ can view external network cameras, currently a few models are supported, which are provided by Hectrix.

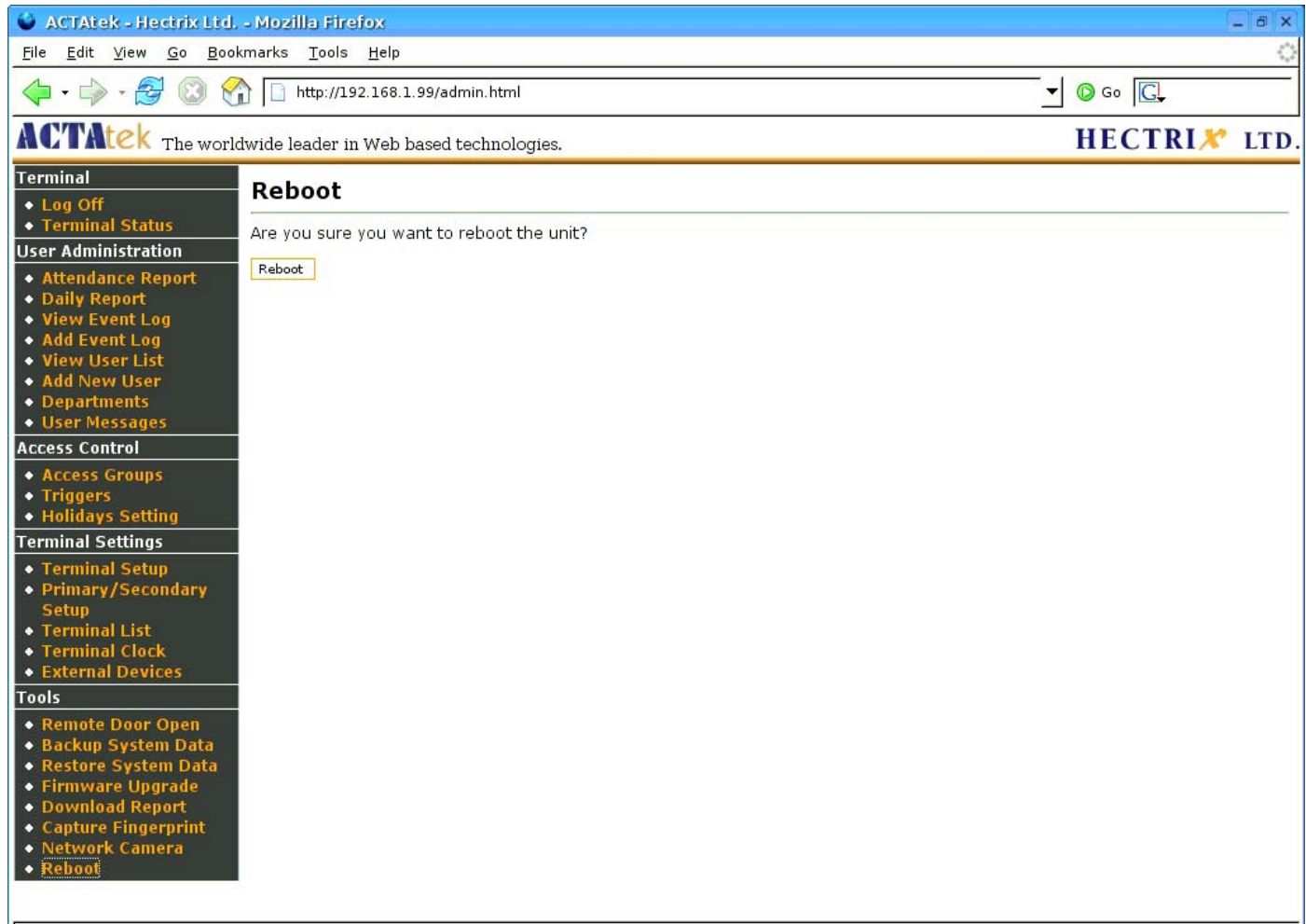


To view the network camera, click on 'Network Camera' option under 'Tools' and the image will be viewed, if there is no network camera installed, a message of 'No Network Cam Found' will be displayed.

84. SUPER ADMINISTRATION – Tools

Reboot

To reboot the ACTatek remotely, the 'Reboot' option can be selected.



Click on the 'Reboot' button to reboot the unit.

85. APPENDIX I – IP Issues

How to find out the IP Address of your computer?

To determine the IP Address of the network/computer being used, it has to be known what Operating System is installed in it.

Please also note that under different Operating Systems, there would be slight variations in IP settings. Below lists out how to locate the IP Address of your operating system and how to configure your ACTatek™ with **Windows 95/98/2000** , **Windows ME**, **Windows XP** , as well as, **Linux-based** computers.

For Windows 95/98

Go to "Start", select Run, type "cmd", which will bring you to a command prompt screen.

Once there, type "winipcfg", which would display your IP Address, Subnet Mask and Default Gateway.

Make note of those addresses and configure your ACTatek™ according to your Network settings, however, make sure that the IP Addresses are unique and do not coincide with others present in the network.

For Windows 2000/NT/ME/XP

Go to "Start", select Run, type "cmd", which will bring you to a command prompt screen.

Once there, type "ipconfig", which would display your IP Address, Subnet Mask and Default Gateway.

Make note of those addresses and configure your ACTatek™ according to your Network settings, however, make sure that the IP Addresses are unique and do not coincide with others present in the network.

For Linux

```
/home# ifconfig
eth0    Link encap:Ethernet  HWaddr 00:00:39:52:24:B1
        inet addr:192.168.1.101  Bcast:192.168.1.255  Mask:255.255.255.0
        UP BROADCAST RUNNING MULTICAST  MTU:1500  Metric:1
        RX packets:2664 errors:0 dropped:0 overruns:0 frame:0
        TX packets:2172 errors:0 dropped:0 overruns:0 carrier:0
        collisions:0 txqueuelen:1000
        RX bytes:1790400 (1.7 MiB)  TX bytes:305461 (298.3 KiB)

lo      Link encap:Local Loopback
        inet addr:127.0.0.1  Mask:255.0.0.0
        UP LOOPBACK RUNNING  MTU:16436  Metric:1
        RX packets:220 errors:0 dropped:0 overruns:0 frame:0
        TX packets:220 errors:0 dropped:0 overruns:0 carrier:0
        collisions:0 txqueuelen:0
        RX bytes:15110 (14.7 KiB)  TX bytes:15110 (14.7 KiB)
```

Typing "ifconfig" at the prompt will display your IP Address, Broadcast Address & Subnet Mask.

Make note of those addresses and configure your ACTatek™ according to your Network settings, however, make sure that the IP Addresses are unique and do not coincide with others present in the network.